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ABSTRACT

The university itself is described in the 1972 faculty handbook, along with the policies governing the status and obligations of the faculty and general information of interest and use to the faculty. Objectives and a brief history of the school are presented, as well as an overview of the student body. Administrative structure is outlined with regard to the university of the State of New York, the board of trustees, chief administrative officers, department chairmen, faculty organization, student government, and standing committees. Policies for the faculty on conditions of employment, responsibilities, remuneration and benefits, and grievance procedures are given. University services are also reviewed, including professional resources and services, student services of interest to faculty, cultural resources and facilities, and the local laws are reported. Appendices are offered on the charter and bylaws of the university, tenure policy, and a plan for faculty organization. (LBH)

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Faculty Handbook

THE FACULTY MANUAL OF ST. LAWRENCE UNIVERSITY

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NATIONAL INSTITUTE OF EDUCATION

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St. Lawrence University

Introduction

The object of this manual is to provide

1. a brief view of St. Lawrence University
2. an outline of the policies of the University governing the status and obligations of Faculty
3. general information of interest and use to the Faculty.

It is published for the use of present and prospective members of the Faculty of St. Lawrence University by the authority of the Office of the President. Suggested modifications should be forwarded to the Vice President and Dean of the College.

The statements in this manual are intended for informational purposes only. Official University Policies cover most topics in more detail, and they are to be recognized as the definitive statements.

D. K. Baker
September 1, 1972

I. THE NATURE OF ST. LAWRENCE UNIVERSITY

A. Aims and Objectives

St. Lawrence University is dedicated to providng a liberal education for its students.

While information, specific knowledge, and concrete skills are important elements of an intellectual endeavor, a liberal education is concerned less with knowledge as information than with the means by which knowledge and judgment can be acquired. It is concerned with skills which serve intellectual ends. A liberal education requires breadth, depth, and integration in learning. It also requires the cultivation of those habits of self-discipline, intellectual and moral, which distinguish a mature man or woman. To these ends, St. Lawrence seeks:

1. To foster in each student an inquiring mind and an enthusiasm for learning which will make his life a continual process of self-education.

2. To develop within each student the healthy and sophisticated kind of questioning that will give him the ability to use information logically and provide continuing protection against dogmatism and demagoguery.

3. To encourage an attitude of tolerance and respect for differing opinions, and an appreciation of the importance of permitting free discussion within wide limits.

4. To nurture in each student his aesthetic sensibilities and capacities.

5. To make students aware that higher education carries with it an obligation to contribute to the betterment of man and society, to be discharged by future exercise of leadership, constructive innovation, and the pursuit of excellence.

6. To make clear that means imply ends, and to encourage each student to develop a system of values against which to judge the use of his knowledge and skills.

A liberal education serves to free the student from the confines of the singularity of personal experience and of the personal environment in the physical, historical, social, and cultural world. This very liberation gives, in return, an enlightened understanding of that which is singular, immediate, and limited. Thus, a liberal education is always relevant to the world in which students must live at the same time that it attempts to maintain a certain detachment from that world.

A liberal education provides for a large number of options in the choice of a career. Since the very nature of liberal education lies in a continuing exercise of the critical and informed intellect, most persons educated in this manner will demonstrate considerable ability in the pursuit of specific occupations and will understand and assume the responsibilities of citizenship. These attributes, however, are the consequences, not the purposes, of a liberal education.

The enduring task of this university is to provide the opportunity for students and teachers to join together in the search for truth. Since its primary commitment is to the intellectual development of the student, the university encourages styles of learning which promote creativity, intellectual resourcefulness, and flexibility. In particular the university recognizes the need to be responsive to new dimensions of knowledge, to promising new techniques of learning, and to the development of individual talents.

A primary commitment to the students' intellectual development is complemented by a recognition of students as whole persons. For this reason, the university also provides an environment which encourages the students' physical well-being and provides opportunities for moral, social, religious and aesthetic growth.

Because St. Lawrence is a liberal arts college dedicated to the individual, its faculty members are committed to maintaining the primacy of teaching and to assisting one another to realize their utmost potential as teachers. Teaching, to be effective, cannot be divorced from full professional competence in the subject matter taught. Since full professional competence in subject matter cannot be divorced from active scholarship of some type, scholarly activities are strongly encouraged by provisions of time and financial aid to the limits of the university's capacity.

St. Lawrence is by design a small college; its size remains conducive to a sense of community, to knowing and being known, to fostering that interaction among students and faculty which is the hallmark of a St. Lawrence education.

B. A Brief History

From the time of the granting of its Charter in 1856, the College of Letters and Science of St. Lawrence University has retained the distinctive character of a New England liberal arts institution. Although it was established by Universalists, who maintained a theological school within the University until 1965, it has always remained, in the words of the original by-laws, "an unsectarian foundation." St. Lawrence has always been coeducational, and it was the first college in New York State to admit women students. Today the University consists only of the College of Liberal Arts and Science which offers the B.A. and the B.S. degrees (the degree being determined by the student's major department) and masters programs in education.

C. Calendar and Curriculum

The Calendar

The calendar of St. Lawrence University falls into five divisions: two regular semesters, an Interterm, and two summer sessions. The two semesters of regular course work run approximately 13½ weeks, in the fall from mid-September until Christmas and in the spring from early February until the end of May. January forms an Interterm of four weeks. The undergraduate sessions of the summer school run from early June through the first week in August. A graduate summer session runs from early July through early August.

The Curriculum

In the fall of 1970, St. Lawrence adopted a 4-1-4 program. During each of the fall and spring semesters, students enroll in four courses for a total of 8 semester units per year. 32 semester units are required for graduation. Of these, 10 must meet distribution requirements in five areas (analytic thought, humanities and the arts, natural science, social science, and language and literature), and 8-12 must be taken in a major field.

During the Interterm, the student devotes his entire time to one course, group project, colloquium, or independent project. The purpose of the Interterm is to encourage innovation in course offerings and design, and to help students develop an intellectual self-confidence that will lead them to undertake more independent work. At least three such Interterm courses are required for graduation in addition to the 32 regular semester units.

Summer Session

St. Lawrence maintains a small but diversified summer session, which includes not only undergraduate and graduate programs, but also a number of special programs and institutes.

The undergraduate summer sessions, conducted in June and July by both St. Lawrence and guest faculty, offer courses in most academic departments and are credited as semester unit courses.

The graduate summer school, conducted in July and early August, offers a curriculum designed primarily to be of value to teachers. Courses include such fields as education, school administration, guidance, and counseling, and school psychology.

Special programs include the Pre-Freshman Enrichment Program, which gives high school students with special needs additional preparation before entering college.

In addition special summer institutes have included the Frederick A. Moran Memorial Institute on Crime and Delinquency, the Institute on the American Indian Student in Higher Education, NSF Institutes for secondary school teachers, and the Justice's Training Program of lectures and seminars in practice and procedure in town and village courts for New York local justices.

Junior Year Abroad

St. Lawrence University maintains Junior Year Abroad programs in France (Rouen), Austria (Vienna), and Spain (Madrid). Each is supervised by a St. Lawrence faculty member, and the courses receive regular credit towards a St. Lawrence degree. Students live with local families, and every effort is made to help them immerse themselves in the national culture of the host country. Fees are approximately the same as for an on-campus year at St. Lawrence, and financial aid is continued.

Although many participants in the program are language majors, many others are not. As a rule, participation is not encouraged for science majors if they must take science courses abroad. Laboratory space is so limited at host universities that science courses are usually closed to foreigners.

While the program is designed for juniors, well qualified sophomores are occasionally approved by the Department of Modern Languages and the Dean of the College.

D. The Student Body

St. Lawrence has approximately 2,000 students, of whom 60% are men and 40% women. Although most sections of the United States and Canada are represented, as well as many foreign countries, most students come from the New York, New England, and Middle Atlantic areas. Because of the residential nature of the college, all students are expected to live in University dormitories, cottages, or fraternity or sorority houses.

Specific information on student opportunities and responsibilities can be found in the current Student Handbook.

II. THE STRUCTURE OF ST. LAWRENCE UNIVERSITY

A. The University of the State of New York

St. Lawrence University is incorporated under the laws of New York State. As a result, it is part of the University of the State of New York, which consists of all public and private elementary and secondary schools, and all public and private institutions of higher learning, in the state, as well as any libraries, museums, and other educational institutions admitted to or incorporated by it.

The University of the State of New York is governed by the Board of Regents, a group of fourteen members elected by a joint session of the legislature for a thirteen year term. The Regents appoint the Commissioner of Education, and they may establish and enforce educational and professional standards. They charter, register, and inspect educational institutions, license practitioners in nearly all the professions, certify teachers and librarians, and apportion state financial assistance to public educational institutions.

B. The Board of Trustees

Corporate responsibility for St. Lawrence University rests in the Board of Trustees. All authority is vested in the Board. The Board consists of twenty-four Term trustees, six Alumni trustees and Trustees Emeriti. All trustees, except emeriti, serve for six year terms.

C. The Chief Administrative Officers

The chief administrative officers of the University are the President and those administrative heads reporting directly to him.

The President of the University is elected by the Board of Trustees. In addition to executing acts and policies of the Board, he is ultimately responsible to that body for all operations of the University not supervised directly by the Board. The President is a non-voting member, ex officio, of the faculty and the Faculty Council.

The Vice President and Dean of the College of Letters and Science is appointed by the President with the advice and approval of the Board of Trustees. Among his duties are the supervision of curricula, the supervision of the recruitment of faculty, the supervision of the academic responsibilities of faculty, and the budgetary supervision of all academic departments. He presides over the Department Heads Council and faculty meetings. He is a voting member, ex officio, of the faculty and the Faculty Council.

Under his jurisdiction are the department chairmen, the library, the Admissions Office, the Registrar's Office, and Institutional Research. The Dean of the College acts for the President if the President is absent or ill.

The Vice President for Business Affairs is responsible for the financial affairs of the University; non-faculty personnel; control and maintenance of physical plant; faculty housing; budget control; auxiliary enterprises and the computer center.

The Vice President for Institutional Resources is primarily responsible for raising both current and capital funds. He makes potential donors aware of the needs of the University, solicits support for special programs, and seeks grants for specific purposes. Under his jurisdiction are the development office, estate planning, public relations, alumni affairs, and placement services.

The Vice President for Academic Planning and Special Programs works with senior officers of the University and department chairmen to relate academic planning to curriculum, budgeting, resource development, and other major components and functions of the University. He is responsible for audio-visual services.

The Vice President for Student Affairs bears primary responsibility for student extracurricular life. Among his duties are the coordination of student residences and student activities. Also under his jurisdiction are University health and counseling services, the Office of Student Services, the Office of Admissions, the Chaplain's Office, the Financial Aids Office, and intramural and intercollegiate sports.

D. Department Chairmen

The Role of Department Chairmen

Department chairmen are appointed by the President for four year terms and are eligible for successive reappointments. The appointment is made upon recommendation of the Dean of the College who receives the advice and counsel of the faculty members in the department. During the fourth year of each term, the appointment is formally reviewed by the President, the Dean of the College, and the members of the department. After this review and upon the recommendation of the department and the Dean, the President may reappoint the chairman if he is willing to serve, appoint a new chairman, or appoint an acting chairman. The term of appointment may be less than four years in cases involving impending retirement or sabbatical leave.

The department chairman's rights, responsibilities, and privileges as a faculty member are not alleviated, compromised, nor enhanced while he is a department chairman. His obligations as a teacher, scholar, and colleague are as binding as they are on any faculty member.

The Chairman has immediate academic authority over his department and responsibility for its academic well-being. The principal goals of a department chairman include producing and maintaining an atmosphere and working conditions in which the main function of the department, i.e., teaching and learning, can be carried out efficiently and effectively; making (after consultation with his colleagues) and carrying out both short and long range plans for his department; maintaining and improving the professional competence and teaching abilities of the faculty; and carrying out the purposes of his discipline in a way consistent with the aims of the University.

The tasks which occupy his time in pursuit of these goals include the calling and presiding at regular meetings of the department, faculty recruitment, faculty evaluation (for promotion, tenure, and raises), budget preparation and control, and membership on the Department Chairmen's Council. In conjunction with the members of his department he establishes the curriculum, the schedule, and the teaching responsibilities in the department. His other responsibilities include student advisement in academic and vocational matters, departmental correspondence, library and textbook orders, hosting visiting colleagues, public relations, and any other duties which befall a departmental administrator.

The Department Chairmen's Council

The Department Chairmen's Council is composed of the chairmen of academic departments plus the President, the Dean of the College (chairman, ex officio), the Librarian, the Registrar, the Vice President for Academic Planning and the Director of Institutional Research. Meetings are held throughout the academic year.

The Council acts as deliberative and recommending body on affairs which affect departmental operations in the University. It serves as a link not only between faculty and administration, but also, (since it is the only body aside from the faculty in which all disciplines are represented) among the several academic departments of the University.

E. Faculty Organization

The Faculty Council

The Faculty conducts the bulk of its business through the Faculty Council, which is composed of the President of the University (non-voting), the Dean of the College, six elected members from the ranks of Professor and Associate Professor, and five elected members from the ranks of Assistant Professor and Instructor.

The Faculty Council is the chief deliberative and recommending body of the Faculty. It receives, reviews and recommends on the reports of Faculty and University committees. Officers, who are elected by the Council from among its own members, are a chairman, a vice-chairman, and a secretary. The recording secretary is not a member of the Council.

The Council meets at least once a month during the academic year. Any person may suggest items to be placed on the agenda. Any faculty member may attend Council meetings as an observer, and all faculty members receive minutes of meetings. Minutes of Council meetings are also forwarded to the President of the Student Senate.

Duties of the Council are to recommend to the President members of the faculty to be appointed to University committees both standing and ad hoc, to establish committees of the faculty, and to make recommendations to the President. More detailed information may be found in Appendix III.

Faculty Meetings

Faculty meetings, which may be called by the President of the University, the Dean of the College, the Faculty Council, or by petition of the faculty, are presided over by the Dean of the College. The agenda is normally prepared by the Faculty Council, although items may be placed thereon by the President, the Dean of the College, or by petition of the faculty.

Through its meetings, the faculty may make such recommendations as it sees fit to the President of the University. More detailed information may be found in Appendix III.

F. Student Government

Student self government rests in the Thelomathesian Society, which has operated continuously since 1863. In addition to making recommendations to other constituencies and bodies of the University, its Senate maintains its own committee system, appoints student members of joint committees of the University, and levies a student fee, which it allocates to those student organizations which it recognizes. Representatives to the Thelomathesian Senate are elected at large from the student body.

Student residential government consists of house councils, and the Interfraternity and Panhellenic Councils, which formulate and impose joint policies of the fraternities and sororities. There is also a student judiciary board which hears and coordinates cases of student social infractions.

G. Standing Committees

University committees which are not ad hoc fall into two general classes: standing committees and service committees. Standing committees currently are Academic Policy and Planning, Admissions and Scholarships, Art Acquisitions, Athletics, Budget, Computers, Curriculum, Development, Faculty Life, Interterm, Library, Multifield, Priorities, Professional Standards, and Steinman and Cultural Affairs. Reports and recommendations of committees regularly move to the Faculty Council.

Service committees generally have a specialized function, such as to give advice concerning a particular administrative function or to provide expert service to a particular segment of the student body. Current examples are committees for Academic Standing, Engineering, Counseling and Psychological Testing, Faculty Colloquium, Foreign Students, Placement Services, certain areas of pre-professional guidance, and Religious Activities.

In most cases members of committees are drawn from all three segments of the resident University community--the faculty, the student body, and the administration--although not necessarily in equal proportion. An important exception is the Professional Standards Committee, which is composed of elected members of the faculty and presided over by the Dean of the College. It acts on the matters of recommendations for promotion and tenure appointments.

III. THE FACULTY

A. The Faculty

The faculty of the University comprises the President; the Dean of the College; persons who hold full-time appointments in the ranks of professor, associate professor, assistant professor, instructor, and lecturer in academic departments; members of the professional library staff; and any persons approved by the Faculty Council and certified by the Dean of the College. All Ranked Faculty are members of an academic department, which is supervised by a department chairman.

Ranks of the faculty eligible for tenure are professor, associate professor, assistant professor, and instructor. The rank of lecturer is used only for interim appointments, and therefore lecturers are not tenured.

The title emeritus may be awarded on the recommendation of the Professional Standards Committee, which receives the advice of the department concerned, and by vote of the Board of Trustees.

B. Conditions of University Employment

Academic Freedom

The Board of Trustees of St. Lawrence University, recognizing that free inquiry and free expression are essential attributes of a community of scholars, encourages the faculty to engage in independent inquiry and recognizes the right of the faculty to express responsibly the results of their work. It protects those professionally so involved with more than ordinary safeguards, as is described under "Tenure" below.

St. Lawrence subscribes to the 1940 Statement of Principles endorsed in 1941 by the American Association of University Professors and the American Association of Colleges. The statement reads in part:

"(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. He should at all times be accurate, should exercise appropriate restraint, and should show respect for the opinions of others and should make every effort to indicate that he is not an institutional spokesman."

The Oath

New York State law requires all teachers in both public and private institutions to take an oath supporting the Constitution of the United States. The text reads as follows:

> "I, _____ do solemnly swear (or affirm) that I bear true faith and allegiance to the United States of America and will support and defend the Constitution and laws of the United States against all its enemies, foreign and domestic."

Dates of Employment

Dates of employment are from September 1 to June 1. Normally, a faculty member is expected to be in residence from the first week in September until after graduation except during regular college recesses.

Appointment

All appointments of non-tenured faculty are contractual and for a period of not more than one year. Initial contracts with the University are issued at the time of employment. Contracts for reappointment, which state rank and salary, are issued on or before April 15 in duplicate copies. One copy must be signed and returned within 30 days or the offer of employment may be rescinded; the duplicate is retained by the faculty member.

Written notice that a probationary appointment is not to be renewed shall be given to a faculty member in advance of the expiration of his appointment according to the following minimum standards of notice:

1. As early as possible, but not later than March 1 of the first academic year of service.

2. Not later than December 15 of the second academic year of service.

3. At least twelve months before the expiration of an appointment after two or more years in the institution.

Tenure

The St. Lawrence University Board of Trustees revised its tenure policy in December of 1967. Its major provisions are these:

1. Continuous tenure for all faculty members in the ranks of professor, associate professor, assistant professor, and instructor after a probationary period.

2. Services of tenured faculty shall be terminated "only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies."

3. A maximum probationary period of seven years of full-time college teaching, from one to four years of which must be in full-time teaching at St. Lawrence.

A faculty member is recommended for tenure by his department chairmen to the Committee on Professional Standards after he has consulted with tenured members of the department and any others who may be familiar with the candidate's qualifications. The Committee on Professional Standards in turn forwards its recommendation through the Dean of the College to the President of the University who, upon approval of the Board of Trustees, grants tenure.

When a faculty member receives tenure, he is so informed by the President or the Dean of the College in writing and receives annually thereafter a letter from the Dean indicating rank and salary for the forthcoming year.

If tenure is terminated for cause, the faculty member may request a review by a standing committee of tenured faculty. He will receive written notice of charges and will have an opportunity to be heard in his own defense. The committee reports its findings to the Dean of the College and the President of the University. The latter will make recommendations to the Board of Trustees, whose decision is final.

The entire tenure statement may be found in Appendix II.

Promotion

Recommendations for promotion are customarily made by the Department Chairman to the Professional Standards Committee who forward a recommendation to the Dean and the President.

Retirement

Tenure ceases at age 65. Occasionally, on joint recommendation of a department head and the Dean of the College and with the concurrence of the President, the Board of Trustees of the University will be asked to approve one year contracts beyond age 65.

Resignation

In resigning from the University, a faculty member should conform with the recommendations of the Association of the American Colleges and the American Association of University Professors as set forth in their "Statement on Recruitment and Resignation of Faculty Members." This reads in part:

> "A faculty member should not resign in order to accept other employment as of the end of the academic year, later than May 15 or thirty days after receiving notification of the terms of his continued employment the following year, whichever date occurs later."

The complete statement can be found in the AAUP Bulletin, IL, No. 4.

Dismissal

The procedure set forth in the American Association of University Professors, 1958 "Statement on Procedural Standards in Faculty Dismissal Proceedings" shall be followed explicitly in all cases involving the termination for cause of a tenure appointment, or the dismissal for cause of a teacher before the expiration of a term appointment.

C. Obligations and Responsibilities of Faculty Members

Teaching

Effective teaching is the primary, indispensible function of every member of the faculty. The normal teaching load at St. Lawrence is nine to twelve hours per semester and participation in two out of three Interterms.

Scholarship

Believing that effective teaching requires an atmosphere of scholarship and creativity, St. Lawrence expects each faculty member to maintain a focus of professional interest and encourages him to achieve professional recognition. Such recognition may be acquired through the publication of articles and books, but the University interprets "publication" in a broader sense, meaning "to make public." In this sense, publication would include public lectures, research reports at professional meetings, exhibits of art, dramatic, and musical productions, and other means of presenting creative work to the public.

Attendance at University Functions

Faculty are expected to meet their classes regularly. If absence is unavoidable, courtesy requires that the department chairman and the class be informed in advance so as to minimize inconvenience.

Faculty are also expected to attend graduation ceremonies as part of the procession unless previously excused by the Dean of the College.

Membership on Committees

Faculty members not on leave or in their first year of employment with the University are normally expected to serve on at least one Faculty committee. Requests for exception are made in writing to the Dean of the College.

Recommendations for appointment of individual faculty members to standing committees are made to the President by the Faculty Council. Normally, no faculty member will serve on more than two committees or councils.

The system of University committees is described under "Standing Committees" (II, G).

Office Hours

Faculty are expected to be available for consultation with students. One method of facilitating consultation is to post scheduled office hours, so that students are informed of a faculty member's availability.

Student Advisement

All Ranked members of the faculty are expected to serve as academic advisers to students and to supervise their programs of study. Certain faculty members may be designated as advisers to majors in their departments. All other faculty serve as advisers to freshmen and sophomores. Insofar as possible, an equal number of students is assigned to each faculty member. Freshmen and sophomores are assigned to faculty advisers by the Office of the Dean of the College; juniors and seniors are assigned by the chairman of their major department.

Examinations

The number of hour-examinations given during the semester is entirely up to the individual faculty member. It is University policy, however, that no hour-examinations or quizzes will be given during the last week of classes in the semester. Whether or not a student will be permitted to make up missed quizzes or examinations is up to the course instructor.

The final examination schedule is issued by the Dean of the College. Examinations are expected to be given only at the day and hour assigned. Petitions for exception should be made in writing to the Office of the Dean of the College.

Grading

During a regular semester, students are awarded grades in course of A, B, C, D, or F. If, as a result of unusual or extenuating circumstances such as illness, some part of the required work of a course is unfinished, the instructor may award a grade of E (incomplete). If the incomplete is not removed within six weeks after the beginning of the following semester, it lapses to F. It is the responsibility of the student to see that proper steps are taken to remove an incomplete. An "X" grade is given at the end of a semester for work in a limited number of designated courses whose prescribed work, determined at the time of registration for the course, will be completed at a later date, at which time the "X" will be replaced by the appropriate grade and credit. The "X" grade is not to be confused with the "E" (Incomplete) which is given to the student who fails for a valid reason to complete the work of a course within the period prescribed for that course.

A student may take a maximum of four courses under a pass-fail grading system. He may take no more than one such course during a semester, and then only if he has enrolled under this option before the end of the Add-Drop period and with the consent of his instructor. The pass-fail option does not extend to courses satisfying distribution requirements or in the major field, once a major has been declared. A student may change from the pass-fail option to a grade in course upon approval of the instructor who must report the change to the Registrar, and only within the initial two week Add-Drop period.

During the Interterm, students are awarded grades in course of H (honors), P (pass) or F (failure).

Final grades in courses are recorded formally by the instructor with his signature on the appropriate form, and submitted to the registrar (no later than 72 hours after the completion of the examination).

Unless there is a departmental policy to the contrary, the instructor is free to decide whether or not he wishes to release final grades to students before they have received official notification from the registrar. An instructor who wishes to release grades must do so either by posting them on his office door or by requesting stamped, addressed postcards from students who wish to know their grades early.

Changing a final grade in course already submitted to the registrar is regarded as unusual. An instructor wishing to change a grade should obtain from the Registrar's Office the

proper form, which requires him to state the reasons for the change and receive approval of the department chairman and the Dean of the College. All changes in grade are subject to review by the Committee on Academic Policy and Affairs.

Student Attendance at Classes

Within the limits set by the University statement on class attendance, faculty are free to determine their own policies regarding attendance requirements of their students. It is therefore expected that all course instructors will make their policies clear to students at the beginning of each semester. The University statement on class attendance reads as follows:

> "St. Lawrence University believes that the process of education can best be furthered through the interaction of students and instructors within the classroom.
>
> "Students are expected to be present and punctual for academic appointments. It is the responsibility of the student to abide by the standards for attendance as set forth by the individual instructors at the beginning of each semester. It is also expected that the student will confer with the instructor whenever circumstances prevent the keeping of obligatory academic appointments.
>
> "As in the past, co-curricular activities sponsored by the University are in accordance with the aims of a liberal arts college and complement the educational process."

Maintenance of Academic Honesty

The following "University Statement on Academic Honesty" is quoted from the St. Lawrence University Student Handbook:

> The primary objective of a University is the promotion of knowledge. This objective can be furthered only if there is a strict adherence to scrupulous standards of honesty. At St. Lawrence, all members of the University community have a responsibility to see that standards of honesty and integrity are maintained. To this end, the following principles should be observed:
>
> (a) It is to be assumed that all work submitted for credit is original unless the instructor gives permission for collaboration.

(b) Cheating on examinations and tests consists of knowingly giving, receiving, or using--or attempting to use--unauthorized assistance during such examinations or tests.

(c) Dishonesty in work outside of examinations and tests consists of handing in for credit as original that which is not original where originality is required.

(d) The following list contains examples of dishonesty; it should not be regarded as embracing all possible infractions:

1. Plagiarism: copying or using, without giving proper credit by quotation marks, footnotes, or other indexes of reference, the words, results, or ideas of another.

2. Handing in false reports of any experiment.

3. Handing in a book report on any book which the student has not read.

4. Falsification of attendance records of a laboratory or other class meeting.

5. Supplying information to another student in the knowledge that such information will be used in an unauthorized way.

Procedures: Academic honesty:

A. Each faculty member has the individual responsibility for doing all within reason to prevent academic dishonesty.

B. The fact of dishonesty should be determined within the department concerned, except where the department consists of a sole member, in which case the determination should be made in consultation with the Dean of the College.

C. The minimum penalty for established cases of examination cheating should be failure in the course. For the second offense the F grade will be assigned and the case will be submitted to the Student Judiciary Board with a recommendation for expulsion from the University or denial of the right to register.

D. All established cases of cheating should be reported to the Office of the Dean of the College, where a dossier on each student so reported should be kept.

Outside Employment

Many faculty members engage in consultative work, especially when the arrangements hold promise for professional development. Requests to engage in such activity normally have the concurrence of the appropriate department chairman and the Dean of the College. Other outside employment may be undertaken only with the approval of the Dean of the College.

D. Remuneration and Benefits

Faculty Salaries

Although employment at the University during the regular session is for nine months, salaries are normally paid in twelve monthly installments on the fifteenth of each month. The first salary check for the academic year is issued on the fifteenth of September for the month of September. Faculty may arrange to have monthly salary checks deposited at a local bank.

Federal and New York State income taxes are deducted from monthly salary checks as required by law. W-4 forms for claiming a number of dependents will be supplied by the personnel office.

Social security tax, which is subject to change by law, is deducted from monthly salary checks.

Teaching in a summer session is not included as part of regular employment at St. Lawrence. Therefore, money so earned is in addition to regular salary and paid separately. Since federal and state taxes are withheld in accordance with established tax tables, a faculty member earning additional salary during a summer session is urged to consult the Business Office and adjust his W-4 form in sufficient time to avoid unduly severe restrictions in his salary payment.

Decreasing Term Life Insurance

The University provides each Ranked faculty member with three units of TIAA Collective Life Insurance with all premiums paid by the University. Since this is a decreasing term insurance policy, the total death benefit decreases with age, ceasing at age 70.

Retirement Plan

The University participates in the TIAA-CREF (Teachers Insurance and Annuity Association-College Retirement Equities Fund) retirement plan. TIAA is a non-profit legal reserve life insurance and annuity company incorporated in the State of New York. CREF is a separate non-profit corporation, and provides a variable annuity invested in common stocks.

The plan is available to new faculty members in their first year only if they were previously under the plan. It is optional in the second year of employment. Participation in the annuity program is obligatory for all faculty members after two years. Applications for TIAA and CREF are made through the Business Office.

An amount equivalent to at least 14% of a faculty member's salary is paid annually into TIAA-CREF. Of this 6% of base salary (or more, if desired) is deducted from each monthly paycheck and 8% is contributed by the University. Three options are possible:

(1) The total annuity contribution can be applied to TIAA.

(2) The total annuity contribution can be divided equally between TIAA and CREF.

(3) 75% may be paid to CREF and 25% to TIAA.

The Internal Revenue Code permits faculty members to request a reduction in salary equal to the amount contributed by the faculty member to the retirement plan. The University then assumes the total cost of the annuity. Under this option the take-home pay may be larger because tax payments on the total University contribution are deferred until after retirement. Additional information may be obtained from the Business Office

After twenty-five years service, the University's retirement plan provides a formula-based minimum level of retirement income. Information on this plan can be obtained from the Business Office.

Medical Insurance

University employees may join Blue Cross and Blue Shield group plans. St. Lawrence contributes a share to the employee's premium and the balance of the premium is deducted from the monthly salary checks. In the case of new employees the plan may begin immediately if the application is received by the insurance company within four weeks of the date of employment. Transfer from other Blue Cross and Blue Shield plans may also be arranged.

The University also provides each faculty member, his wife, and his dependent children with Major Medical expense insurance. The policy will pay 80% of medical expenses above $400 and up to $20,000 incurred by any person so covered during a given calendar year.

The major medical expense insurance policy goes into force for new faculty on October 1.

Total Disability Benefits Plan

All regular faculty and exempt employees are eligible to participate in a Total Disability Benefits Plan toward which both the University and the faculty member contribute. Faculty members are immediately eligible to enroll. If they apply within the first 31 days of their contracted date of employment, no proof of insurability is required. After the first month of employment, proof of insurability may be required before application is approved. A waiting period must be satisfied before benefits accrue.

Workmen's Compensation

All faculty members are covered by workmen's compensation, as required by statute. To avoid possible loss of benefits under this plan, faculty members should report promptly any injuries sustained in connection with their work to the Business Office.

Insurance of Private Property on Campus

The University does not have insurance coverage for private property on campus. If a faculty member keeps any items of value on University property, it is recommended that he have his homeowner's insurance policy adjusted to cover them.

Grants

From time to time, the University makes available or receives grants for faculty development. Any faculty member wishing a grant for a specific purpose should write a letter to the Dean of the College before March 15 of the preceding year, in which he outlines his proposal and estimates expenses. Further information may be obtained from the office of the Dean of the College.

Leaves of Absence

When possible, the University grants leaves of absence. A request for a leave-of-absence should be made to the Dean of the College through the department chairman as far in advance as possible, but no later than February 15 for fall semester leaves and October 15 for spring semester leaves.

Sabbatical Leave

A member of the faculty may apply for sabbatical leave during his seventh year of full time teaching at St. Lawrence. The purpose of sabbatical leave is to permit faculty to study, do research, write, or perform professional service which will directly or indirectly enhance his capabilities as a teacher and scholar. Subsequent sabbatical leaves may be requested by faculty at periods of 7 years.

Sabbatical leave may be granted either for a semester, or for a year, during which time the faculty member will receive half salary. If he should win a grant or fellowship which exceeds half his normal salary for the period of leave, St. Lawrence will pay only the difference between the grant and his full salary. Applications should indicate whether or not sabbatical leave is dependent upon receipt of a grant.

Application should be made first to the department chairman and then to the Dean of the College and no later than the November 15 preceding the year in which sabbatical leave is to be granted. It is understood that anyone granted sabbatical leave will return to teach at St. Lawrence for at least two years.

Before beginning sabbatical leave, faculty should arrange an interview with the business office to settle business details. Two options are available concerning TIAA/CREF. The contract may be continued as usual with the faculty member and the University contributing 6% and 8% respectively of his full salary or, each may pay 6% and 8% respectively of half his salary. Blue Cross and Blue Shield may also be discontinued, but neither the faculty member nor his family will be covered by the group plan if this option is elected.

Sabbatical leave salary is taxable. Expenses are deductible if it can be demonstrated that they were incurred in order to contribute to one's professional growth. Expenses incurred to gain a promotion or a better job or to increase personal satisfaction are not tax deductible, however.

University Housing

A limited number of University-owned apartments and houses are available for new faculty members. Rents are set annually by a local, independent appraiser on the basis of size, condition, and location of dwelling. The faculty member renting the unit

is required to sign a lease agreement. It is expected that within three years, a faculty member will vacate the housing to make it available to other new faculty.

Rent Subsidy and Moving Expenses

The University will pay 20% of a new faculty member's rent during his first year at St. Lawrence and 10% during his second. This subsidy is non-taxable, and ceases after the second year. If a faculty member buys a home during this period, the rent subsidy ceases.

If there is to be reimbursement for moving expenses, the amount will be determined at the time of employment.

Home Loans

The University has a limited loan plan to assist faculty members in building or buying a home. Such loans take the form of a second mortgage not to exceed $2500 and to be repaid within five years through monthly payroll deductions. All home loans must be approved by the Dean of the College. Information regarding business details and current interest rates may be obtained from the Business Office.

Tuition Aid

Any professional level employee, his wife or husband (if not independently employed), or dependent children may enroll for credit in one unfilled course per semester or January term and one course per summer without charge. Candidates for a degree may enroll in two courses per semester or January term, and one course per summer without charge subject to the approval of the Dean of the College. There is a registration fee of $10.00 for each semester.

Tuition aid is provided for dependent children of full-time faculty and administrative staff in one of three ways:

1. Complete remission of tuition at St. Lawrence for 32 semester units and four interterm units to any child properly enrolled for a bachelor's degree.

2. Complete remission of tuition at any college which is a member of Tuition Exchange, Inc. (and which has openings available) for four years of full-time study or its equivalent to any child properly enrolled for a bachelor's degree.

3. Up to $1200 per year for four years toward the tuition at any other accredited, four-year, degree granting institution or for two years toward the tuition at any

accredited two-year, associate degree granting institution. In such cases, a certificate of tuition charges from the institution should be presented to the business office, which will forward a check to that institution for the appropriate amount.

Free tuition at St. Lawrence is also provided for the dependent children of other employees of the University if the employee has been employed by the University for at least three years. Further details may be had from the Business Office.

Professional Meetings

The University encourages faculty members to participate in professional meetings in their fields. The University will pay directly related expenses for a faculty member who is reading a paper, conducting a discussion, or holding an office which requires his presence, provided funds are available. Application is made to the department chairman and the Dean of the College.

The University encourages faculty members to attend professional meetings in their fields although they will not be direct participants in the programs of these meetings. Limited departmental funds are available to assist in the payment of directly related expenses for such attendance.

Reimbursement forms are available at the Business Office and must be approved by the department chairman.

Academic Robes

The University provides robes and hoods without charge for appropriate occasions such as convocation and graduation to those faculty members who do not own them.

Admission to Athletic and Cultural Events

Two identification cards, issued by the Personnel Services Office, will admit a faculty member and his spouse or guest to many of the lectures, concerts, films and supporting events at the University. If room is available, other members of the family who accompany their parents may also be admitted free of charge.

In the case of hockey, card holders will be admitted free to the general admission section. Any faculty member who wants reserved seats may purchase up to two season tickets at half price. Children of faculty and staff who accompany their parents will be admitted to the general admission section for 75¢.

E. AAUP

The St. Lawrence University chapter of the American Association of University Professors meets regularly each month during the academic year. All faculty who are members of the full-time teaching staff are eligible to join. The AAUP requires that all members of a local chapter must also be members of the national Association.

F. Faculty Grievance Procedure

Should a faculty member believe himself to have been unjustly treated by persons or bodies over him in connection with his professional life, grievance procedure is available and may be initiated through the Faculty Life Committee.

IV. UNIVERSITY SERVICES

A. Professional Resources

The Library

The major portion of the University collection of books and periodicals is housed in the Owen D. Young Library. A small working collection of recently published books, current periodicals and serially issued bibliographies in the Natural Sciences is located in Valentine Hall. Among the Young Library's special holdings are depository collections of United Nations, United States, and New York State documents, the Milburn Collection of Hawthorniana and the William Rose Benet Collection of Modern Poetry. The Library has material on Microfilm (including the complete New York Times), on microcard (including the Early U.S. Congressional Serial Set) and a few periodicals on microfiche. Reading machines for all three types of material are available.

The card catalog is a union catalog of all SLU holdings, no matter where the items may be shelved. It also includes an author card for each book acquired by the Clarkson Library since 1962 and by the SUNY College of Potsdam Library since 1967.

All stacks are open to faculty and students.

A faculty member may keep books and periodicals as long as he needs them; however, he will be asked to return any item for which there is another request if he has had it for at least one week.

Interlibrary Loans are handled by the chief Reference Librarian. Ordinarily this service is free, but if the lending library substitutes photocopies for the original (the usual procedure for periodical articles) the charge is the same as if the copy had been made in our own library. The North Country Reference and Research Resources Council forwards all requests by teletype and requires that each request form (available at the Circulation desk or from the Reference Librarians) include an exact reference to a printed source or verification. For searching publications which are not part of the St. Lawrence collection, bibliographical aids include the Library of Congress Catalog, the National Union Catalog, the early British Museum Catalog, the Cumulative Book Index, Biblio, Books in Print and many others. Periodical holdings of other libraries can be determined by use of the Union List of Serials, New Serial Titles, SUNY Union list and the lists of individual libraries (Cornell, Clarkson). Material available at neighboring libraries can usually be obtained in less than a week; most other requests require two weeks; rare or unusual items may take much longer.

All St. Lawrence students and faculty have borrowing privileges at Clarkson, ATC, and SUNY at Potsdam libraries. Books borrowed directly from these Libraries may be returned to the Young library.

Copies may be made on a coin operated Xerox machine located in the lobby, at 10¢ per page. When the Librarian's office is open, faculty members may charge copying to departmental accounts.

Any member of the faculty may recommend purchases for the library. To facilitate bookkeeping, all recommendations which are to be charged against a departmental allocation normally are submitted to the librarian by the head of the department or his designated representative. As soon as a new book arrives a notice is sent to the faculty member who ordered it. If it is to be taken out, immediate cataloging should be requested on a form available at the circulation desk. Uncataloged books may not be taken out of the library.

Requests for books to be placed "on reserve" should be sent directly to the Circulation Department, well in advance of the first assignment therein. Faculty members are urged to use the cards provided for this purpose.

Faculty are invited to suggest subjects for displays in the exhibit cases on the main and ground floors.

A limited number of faculty studies are available for assignment by the Dean of the College for the duration of a specific project. Typing booths on the ground floor and carrels throughout the building are unassigned.

Faculty are welcome to borrow records from the collection on the ground floor. College and graduate school catalogs and information about fellowships, scholarships, and study and teaching abroad may be found in the Career Center in the west reading area on the main floor. A collection of secondary school curriculum materials is located in the Library room of Atwood Hall.

The Library staff welcomes the opportunity to be of assistance, to the faculty and is especially happy to give guided tours to new faculty members.

The Language Laboratory

The language laboratory, located in the basement of Richardson Hall, has 60 audio-active positions where individuals may listen to tapes or records and hear their responses and 10 positions where, in addition, individuals may record.

Language, literature, music and other cultural tapes and records are available in French, German, Russian, and Spanish and may be listened to in the laboratory. A catalogue is kept for public use. Persons desiring their own copies of tapes may request them

from the laboratory assistant or the Department of Modern Languages. There is no charge for this service which ordinarily takes a day or two. Tape must be supplied or will be provided by the Department at cost.

The laboratory has facilities for copying tapes and for making tapes from records. There is also a recording booth with microphones and facilities for mixing sources. A short wave radio is available for use in the laboratory as is a turntable. There are also facilities for projecting 16 mm. films as well as slides and film strips.

The language laboratory is ordinarily scheduled for use by language classes during the day. It is usually open for general use in the evenings and on Sunday afternoon. A schedule is posted in the laboratory each semester. If the laboratory is free, it may be used by classes and groups from other departments.

Music Listening Facilities

The music department's dial-retrieval system, located in the basement of Griffith Arts Center, consists of 20 listening stations and 24 four-track tape decks capable of a total capacity of 96 programs. Under automatic delivery the listener may dial for and listen to any program he chooses. Under manual delivery he may listen selectively to portions of a program by controlling the tape deck from his station.

Remote record-playback units are available in all teaching studios and rehearsal halls for teaching purposes. One unit is located in a practice room so that students may record and play back their own work.

A useful feature of the dial-retrieval system is SIDAC (Serial Information Dial Access Control) which permits pre-recording of up to 30 examples on an individual tape. Later, an instructor may call for any of the examples in any order he chooses, and the system will search for and play them as called for.

Dial Access System

A growing collection of tapes (speeches, readings, music, etc.) is being programmed into the University's Dial Access System. Listening ports are dispersed through the campus in libraries and residence halls. Faculty members may offer tapes of special interest to their classes or of general interest for inclusion in this system. Tapes for inclusion should be submitted to the Director of Audio-Visual Services.

Computers

The Department of Systems and Procedures has operational responsibility for the data processing function and organizationally reports to the Vice President of Business Affairs. Business computer capability is rented from a local computer center.

The computer is supported by peripheral equipment which includes key punches, verifier sorter, collator, reproducer and interpreter.

The capability is used primarily in producing administrative reports, including payrolls, student billing, accounts payable, accounts receivable, budgets, general accounting reports, registration, grade reporting, admissions, library periodical listings, and special reports generated from such records.

The academic computer facilities at St. Lawrence are administered by the mathematics department, which can give details about scheduling the use of the facilities as well as reference to individuals who can give assistance.

There are two facilities on campus. One is a Digital Equipment Corporation PDP8/E minicomputer, with extended memory capable of operating several ways. It can be devoted to one user, in which case it will accept fairly long programs and store results on magnetic tape, or it can be simultaneously used by up to four users, with some restrictions on program length. This system is primarily used for teaching 'Basic' language and running large numbers of modest length programs. It can be reserved for individual use or for class or laboratory use.

St. Lawrence also has access to the Dartmouth time sharing system, which permits very long programs to be executed more rapidly than with the minicomputer. Of perhaps more importance is the availability of the Dartmouth system files which contain an enormous amount of information from sociological and governmental studies, as well as an extensive library of mathematical and scientific programs. This system can also be reserved.

These facilities are both used in conjunction with teletypewriter machines. Programs involving card or tape inputs can be processed on an IBM 360/44 computer at Clarkson College, which is ten miles away, through an intercollegiate agreement.

University Archives

The University Archives and Ellsworth Museum are housed in the Herring-Cole Hall. The collection consists of many documents, diaries, photographs, manuscripts, etc., relating to regional as well as college history. Artifacts of the region also form part of the collection. All items are open to appropriate research.

Faculty Studies

A limited number of faculty studies are available in the library. Normally preference is given to those writing a dissertation or book. Application for faculty studies may be made at the Office of the Dean of the College.

Audio-Visual Equipment and Services

The Audio-Visual Center in Payson Hall provides audio-visual equipment, materials, and services during regular office hours, and, by request, in the evening or on weekends.

Equipment which faculty may borrow includes a variety of projectors, portable screens, tape recorders, a video-tape recorder, record players, and public address systems.

Materials available at the Audio-Visual Center include blank recording tape and cassettes, video tape, splicing tape, transparency rolls and film, 8 and 35 mm film, and common replacement parts such as tubes, fuses, and pilot lamps.

The Center also maintains and repairs equipment (including pick-up and delivery from departments), loans film and tape catalogues, and demonstrates and assists in the use of equipment and materials. Personnel are happy to provide advice and assistance in purchasing or renting films, slides, tapes, and record disks.

University Bookstore

The St. Lawrence University Bookstore is open from 8:30 to 4:30 on Mondays and Fridays, from 8:30 a.m. to 9:00 p.m. on Tuesdays, Wednesdays, and Thursdays, and from 8:30 to noon on Saturdays.

The bookstore is the primary purveyor of required and recommended texts for courses. Order forms, which are sent to each faculty member well in advance of the new semester, should be returned promptly in order to make sure that an adequate supply of texts will be on hand when needed.

In addition to textbooks, the bookstore carries a wide selection of paperbacks. It also stocks gift books, children's books, records, art and writing supplies, gifts, and novelty items. The bookstore welcomes suggestions concerning items not in current stock but which should be made available to students. Faculty and their families may charge purchases and receive a 15% discount on most purchases totaling over one dollar.

B. Professional Services

Offices and Keys

The University provides offices for all members of the faculty. These are assigned by the Office of the Dean of the College in consultation with the department chairman.

Requisition forms for keys to individual and departmental offices may be obtained from the department head. Faculty are asked to pick keys up in person at the Office of Physical Plant.

Office Services

The Department of Office Services is located on the basement level of Vilas Hall and is responsible for the mail room, copying and duplicating services, and secretarial assistance.

The department maintains xerox, offset, and mimeograph machines. Because of the volume, faculty should submit any work to be done at least three working days before it is required. Copies should be legible and full instructions (e.g. number of copies, date to be called for, etc.) clearly marked on the material. In general, work will be done in the order in which it is received. Final examinations to be typed should be submitted at least one week before they are to be called for. Unlike other work, which may be picked up at the office services department, final examinations are deposited in the vault of the Registrar's Office.

The expense incurred in the use of Office Services facilities or services is charged directly to department involved. If personal use is made of these services, expenses should be charged directly to the faculty member himself.

Xerox machines are maintained in both the office services department and the main reading room of the library. Faculty may charge the cost of duplicating items connected with University business by entering the number of pages xeroxed in the charge books provided for that purpose. The cost for duplication of personal materials is 10¢ per sheet at the library and 5¢ per sheet in the office services department.

Secretarial Services

All departments are provided with secretarial help. While the primary responsibility of departmental secretaries is to assist department chairmen with the routine clerical work of the department, most are able to do typing and duplicating for faculty members.

Mail Service

The mail room, located in the basement of Vilas Hall, handles both campus and U.S. mail. Mail is picked up, and distributed in faculty mailboxes twice each weekday and once on Saturday when the University is in session, and once each weekday at other times.

Campus mail requires no postage. Business letters for U.S. mail are meter stamped in the mail room and the expense of the postage is charged to the budget of the department involved. Faculty are expected to pay postage on personal letters.

Telephone Service

The University provides telephones only in faculty and administrative offices.

All long distance calls are billed to the telephone on which the call is placed. It is customary for faculty members to obtain prior clearance from their department head for any long distance calls made on University business.

The Larry, which is the University telephone directory, is issued annually early in the fall. Further dialing instructions are on the inside front cover.

Scheduling University Events

Scheduling of University events, which includes assignment of meeting and conference rooms and auditoriums, is handled by the Coordinator of Student Activities, whose office is inside the south entrance of Noble University Center.

All scheduled events are entered on a master calendar, and on the first of each month, the Campus Calendar for the coming month is distributed throughout the campus. Although anyone may schedule an event or reserve a room at any time through the Coordinator's office, the following procedure holds for major events:

1. Major events not requiring outside personnel will receive exlusive priority if they are scheduled before March 15 of the previous year.

2. Major events depending primarily on off-campus personnel may be submitted for scheduling after March 15.

Since allocation of dates is on a first-come first-served basis, it is suggested that bookings and requests for space priority be made as soon as possible. It is suggested that evening events not be scheduled before 8:15, and that special class meetings or examinations not be scheduled in the evening.

Public Relations Department

In the course of writing and editing publications and developing and distributing news, features, photos, and other information, the public relations department is very interested in the professional activities of faculty and staff. Faculty are urged to furnish information about their current and future projects either on the monthly forms which are circulated or by direct memorandum or phone call.

The public relations staff are interested in adapting faculty expertise and thinking for use in both University publications and external media.

Public Relations endeavors to maintain up-to-date biographical data and photos in its faculty-staff files. It also acts as a liaison with community organizations seeking speakers from the campus. The department has full or shared responsibility for producing the St. Lawrence Bulletin, Newsletter to Parents, Report of the President, reports to corporations and foundations, the Larry, "Campus News" (weekly green sheet), the "Faculty Bulletin", and many other publications. It also advises and assists student publications.

Assistance in Developing Grant Proposals

The Development Office, located upstairs, in Vilas Hall will help faculty members and departments to develop proposals for grants and to seek support for specific projects and programs. Faculty members are encouraged to visit the office and talk with the staff about ideas which might appeal to individuals, foundations, or government agencies. The development staff is prepared to assist in preparation of such proposals and to provide secretarial assistance in such efforts.

Purchase of Supplies

All purchases for the University of over $10.00 must be made by the purchasing department pursuant to purchase order requisitions authorized by the department head involved.

Departmental office supplies may be requisitioned directly from the bookstore on bookstore requisitions.

Local purchases in amounts less than $10.00 may be made by using the "local purchase order book" which is issued to each department.

Physical Plant Maintenance and Repair

With the exception of audio-visual equipment, most maintenance and repair work is handled by the Office of Physical Plant. Although requests for repairs are normally made by the department chairman and in writing, emergencies should be reported immediately by telephone (379-5601). Your help in reporting needed repairs to buildings, equipment, or furniture is much appreciated.

University Food Services

All dining halls are open to faculty, staff, and their families during regular meal hours at nominal cost. Breakfast is served from 7:00 to 8:30, lunch from 11:30 to 1:00, and dinner from 5:00 to 6:30. No reservations are required.

Faculty wishing to reserve private dining facilities in Whitman Hall or in Eben Holden Dining Hall may do so. Information and rates may be obtained through the food service department, which also provides equipment rental service.

Medical Services

The University Student Health Center provides limited outpatient care for students under the direction of the University physician and staff nurses. The E. J. Noble Hospital, the medical facility for the greater Canton community, is adjacent to the campus and provides infirmary hospital care for students. Faculty members should contact physicians in Canton or nearby communities for medical services. Hospital services can be provided at the E. J. Noble Hospital (Canton), Potsdam Hospital (Potsdam), and the Hepburn Hospital (Ogdensburg). Additional facilities may be found at the Mercy Hospital and the House of the Good Samaritan Hospital (Watertown) and Upstate Medical Center (Syracuse).

Motor Vehicle Operation and Parking

New faculty members must register their cars with the Department of Physical Plant, which will issue a faculty parking tag.

Faculty-staff parking areas are maintained in front of Richardson Hall and Gunnison Chapel, behind Valentine Hall, adjoining Payson and Cook Halls, adjoining the bookstore and health center, behind Sykes and Memorial Halls, behind Park Street Hall, and adjoining Vilas Hall. Students are not permitted to park in these areas before 3:00 p.m.

Limited parking during hockey games is available to faculty and staff behind Appleton Arena.

The speed limit on campus is 15 m.p.h.

University Cars

University cars are available in limited numbers for use on University business, especially for transporting groups of students or faculty off campus for curricular or co-curricular purposes. University insurance policies require that drivers be over 21, have a New York State driver's license, and be employees of the University. Request forms for University cars may be obtained from department heads or from the Department of Physical Plant. Further information concerning University cars may be had from the Department of Physical Plant.

Notaries Public

Notaries public may be found in the Student Services Office, the Business Office, and the Purchasing Department.

Cashing Checks

Faculty may cash checks in amounts up to $25 in the snack bar of Noble University Center and without restriction at the Business Office.

Student Services of Interest to Faculty

Services for students include a broad range of offices and programs designed to handle the academic, personal, and social needs of the undergraduate student body; a counseling center staffed by one full-time and four part-time professional counselors; a financial aid officer responsible for all University scholarships, loans and campus employment; a complete health center facility providing a comprehensive medical program, including psychiatric consultation; a student activities office through which the total co-curricular activities program is coordinated; a professionally trained chaplain who serves as an adviser for student religious activities and is available for personal counseling; and the Student Services staff who work with individual students as well as groups, in providing counseling, advisement and general assistance in the full range of student problems.

The Student Services Office maintains an up-to-date personal file on each student. Student records are confidential but, upon request, a staff member will review with a faculty member individual student's progress or problems.

University Counseling Center

The purpose of the University Counseling Center is to provide counseling services for students who desire it. Professionally qualified counselors are available to help students in strict confidence with such matters as personal problems, career planning, academic difficulties, and self-exploration.

Faculty members are encouraged to refer students to the Center whenever they believe counseling is indicated. Appointments may be made by calling 379-6389 during the hours when the office is open.

Job Placement

The University Placement Office in Vilas Hall offers placement assistance to undergraduates, graduate students, and alumni in the areas of business, government service, and the military. It maintains confidential dossiers for each student or alumnus who requests it, and these are made available to prospective employers. The placement office arranges interviews with recruiters and counsels individual job seekers.

Assistance in teacher placement is offered by the Educational Placement Office in Atwood Hall. Like the University Placement Office, it maintains dossiers on those who request such service. It also mails bulletins to schools informing them of prospective candidates, holds group placement meetings, counsels individual job seekers, and arranges interviews between employers and prospective employees.

Advice and counsel concerning graduate and professional education is primarily the responsibility of individual departments and faculty members. Information and literature concerning graduate and professional schools, standardized admission tests, and fellowships are available from the office of the Assistant to the Dean of the College.

Information and assitance with respect to summer jobs are available in the financial aid office.

D. Cultural Resources and Activities

Cultural Affairs Council

Many of the cultural activities on campus are sponsored and supervised by the Cultural Affairs Council, which is composed of faculty, student, and administrative representatives. This committee combines private, student, and University funds to coordinate and present a diverse fare of art, music, theatre, films and lecture programs.

Art Exhibits

Art exhibits under the general direction of the Department of Fine Arts are placed monthly in the Gallery and halls of the Griffiths Arts Center. They are open to the public.

Concerts

Concerts are generally sponsored by the Cultural Affairs Council and are supplemented by recitals presented by staff and student groups. Popular entertainment concerts are sponsored by the University Center Association.

Theatre

The Griffiths Arts Center makes possible an extended program in theatre open to all members of the St. Lawrence community. The Department of Theatre Arts presents major productions in the Noble Theatre throughout the year, generally centered on Parents' Weekend, the Steinman Festival, and Moving-Up Day Weekend. In addition, the Blackbox Theatre is used for experimental productions by the Department, for class projects, and for student productions. As scheduling permits, it is available for faculty and departmental productions. A Summer Theatre Workshop offers several productions during the University summer sessions.

Films

The regular film program is sponsored by the University Center Association through the coordinated efforts of the Cultural Affairs Council. This program is supplemented by the Audubon series, films sponsored by academic departments, and special interest film series.

Rooms with facilities for film projection are the Noble Center Auditorium, Griffiths 123, Gilbert Recital Hall, and the geology lecture room. Projectionists and equipment may be solicited through the Office of Audio Visual Aids in Payson Hall.

Lectures

In addition to those presented under the auspices of the Cultural Affairs Council, lectures are also sponsored by the Religious Activities Committee, the visiting Scholar Program, the Audubon Society, the Faculty Colloquium Committee, academic departments and such honor societies as Phi Beta Kappa, Sigma Xi, and the Irving Bacheller Society.

There are also endowed lectures including the Sol Feinstone Freedom Lecture on the meaning of Freedom and an annual lecture supported by the Henry M. Conkey Lecture Fund.

A Visiting Scholar Program has been developed over the past several years by the University Chaplain and the Religious Activities Committee in cooperation with several departments. Visiting scholars will normally be on campus from two to four days to deliver lectures, visit classes as guest speakers, and engage in discussion and conversation with students.

Steinman Festival of the Arts

In the spring of each year, the David B. Steinman Festival of the Arts provides a concentrated period of cultural activities featuring concerts, lectures, art exhibits, and poetry readings by well know figures. Artistic talent on campus is also recognized through competions and awards in such fields as art, music, and literature.

WSLU-FM KSLU-AM

WSLU-FM, an affiliate of the National Public Radio network, is a non-commerical, educational radio station which broadcasts throughout the year at 96.7 MHz. The station serves to extend the educational influence of the University and provide listeners with educational and cultural programs which are not regularly available from commerical stations. The station broadcasts in multiplex stereo. Studios are in Payson Hall and the transmitter and antenna system are located on Waterman Hill, five miles south-east of Canton. Operating with 3,000 watts of power, the station has listeners throughout the St. Lawrence Valley and a large portion of southern Canada. Faculty and staff are encouraged to take an active part in suggesting programming ideas for WSLU-FM as the station affords many opportunities for the development and production of meaningful educational, cultural, and public affairs programs.

KSLU-AM, an on-campus, closed-circuit, and student-operated radio station operates out of the lower level of the University Center. Faculty members will sometimes be asked to participate in interviews on matters of campus interest, etc.

Gunnison Chapel

The campus religious program is under the direction of the University Chaplain, who coordinates religious activities and works with the Religious Activities Committee. Gunnison Chapel is the scene of weekly University Chapel Services (Protestant, nondenominational) and Roman Catholic Masses, while monthly Quaker Meetings for worship are held in Hale Chapel in Atwood Hall. The program, which is designed to provide opportunities for personal and group religious expression, also includes visiting scholars, guest speakers, seminars, discussions, personal counseling and special projects. Faculty members and wives are invited to join the Chapel Choir.

Off-Campus Cultural Opportunities

Four institutions of higher learning are located within 12 miles of each other in this area of northern New York. Events on any of these campuses are generally open to faculty members from the other institutions. Nearby Montreal and Ottawa provide an almost unlimited variety of cultural events.

E. Recreational Resources and Facilities

Noble University Center and Griffiths Arts Center

Noble Center and Griffiths Arts Center, which are interconnected buildings, house many of the University cultural and recreational activities. In addition to the large auditorium which is used for plays, concerts, lectures, and films that are expected to draw a big audience are Gilbert Recital Hall, the Blackbox Theatre, an art lecture room, music listening facilities, music practice rooms, and an art gallery. Also in these buildings are a snack bar, pocket billiard tables, table tennis equipment and bowling lanes.

The Office of the Director and Coordinator of Student Activities is located just inside the south entrance.

Noble Center is not available for regularly scheduled class sessions.

Physical Education Center

The Physical Education Center is composed of the Augsbury Gymnasium and the Leithead Field House. Facilities include a gymnasium, a swimming pool, squash courts, an exercise room and sauna, a 1/10 mile indoor track, and an indoor tennis court, as well as facilities for indoor golf practice and archery. Facilities are open to all faculty and their spouses. Faculty children must obtain an appropriate pass. Lockers are available for male faculty members. Faculty families are welcome to use the athletic facilities during hours provided for them.

Skating

Appleton Arena includes a 185 x 85 foot skating rink with artificial ice and has a seating capacity of 3400. Faculty may use the rink during general skating periods, or they may join the St. Lawrence Figure Skating Club at a nominal fee.

Tennis

Eight outdoor tennis courts are available free of charge to members of the University community. Four are adjacent to Weeks Field and four are on Park Street across from the Physical Education Center.

Skiing

The University Snow Bowl, located twenty miles southeast of Canton in South Colton, offers skiing seven days a week in season. A T-bar lift operates from 1:00 p.m. each weekday afternoon and all day on weekends from 9:00 a.m. Special individual and family rates for faculty are established each season. Buses leave from Noble Center each weekday at 1:00. There is a nominal charge for round-trip transportation.

Riding

The Elsa Gunnison Appleton Riding Hall is located on the east side of the campus. It houses a 100 x 200 foot indoor ring, stables, and dressing rooms. In addition there are two outdoor rings and bridal paths. The University owns a number of riding horses and has space to stable a limited number of personally owned horses. Fees for stabling and for riding or riding lessons may be ascertained from the Riding Hall office, 379-6295, or the Business Office.

Swimming

Swimming is available to faculty and their families in the University pool, located in the Augsbury Gymnasium, when school is in session. Information concerning hours is published periodically, or may be had from the physical education department.

The Sandbanks, a private swimming beach on the Grasse River is available to all members of the University community at no charge. It is supervised during summer session and on warm spring and fall weekends.

Canoeing

Canoeing is free of charge. The University Canoe House is on the Little River, just south of the campus, and is attended both weekday and weekend afternoons in season and during Summer Session. In order to find out whether the canoe house is open, faculty should phone it directly (379-5743). If faculty wish to

canoe at times when the canoe house is unattended, they may obtain keys (which must be returned directly after being used) from the department of physical education.

Weeks Field

Weeks Field includes a football field, tennis courts, a quarter-mile track, and a 220-yard straightaway.

Rifle Range

The indoor rifle range (adjacent to the Central Heating Plant) is open to all faculty and staff members. The range is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Faculty and staff utilizing the range provide their own ammunition and weapons. During the marksmanship season, the Varsity Rifle Team has reservation priority. Additional information concerning reservations may be obtained from the Military Science Department.

Golf

The local golf course is located at the University Treadway Inn adjacent to the campus. Although owned by the University, the golf course is operated by the St. Lawrence Golf and Country Club, a local corporation. In addition to the eighteen hole golf course are a pro shop, locker rooms, storage rooms, and lounge. Various types of memberships are available and information about them may be obtained from the Business Office. All Canton residents may play a limited number of times a season without a membership by paying a greens fee or as a guest of a member.

Hulett Lodge

Hulett Lodge, a rustic building on University-owned woodlands near the Sandbanks, is available for group parties throughout the year. Permission for its use is secured through the department of Physical Education.

Catamount Lodge

Catamount Lodge is a rustic, fully-equipped conference center on a 1300 acre wooded tract located seven miles south of the St. Lawrence Snow Bowl on Route 56. During the deer hunting season, the St. Lawrence Hunting Club has exclusive use of Catamount. Membership is open to the University community.

At other times Catamount is used for conferences, meetings, and social events, and it is also available to faculty members for private parties. Information on scheduling, rates, and services available may be obtained from the Director of Auxiliary Enterprises.

Dexter Lake

Dexter Lake is situated in a 3000 acre wooded tract near St. Regis Falls. It is available to faculty for swimming, boating, and fishing; however, the number of parties permitted to use the housing facilities at any one time is limited. Further information concerning use, scheduling, and keys is available from the Director of Auxiliary Enterprises.

Saranac Conference Center

The St. Lawrence Conference Center, Camp Canaras, is located on N.Y. Route 3 at Upper Saranac Lake. From late June until Labor Day, it is a full service American plan caravansary offering many recreational and summer sports to faculty, staff, and alumni. A discount is available to faculty members. Inquiries should be addressed to The Director, Camp Canaras, St. Lawrence University.

During the spring and fall the center is available for use by groups of 30-60 for special conferences. Information may be obtained from the Director of Auxiliary Enterprises.

Laurentian Dames

The Laurentian Dames is an organization of women connected with the University professionally or through their husbands' association with St. Lawrence. The purpose of the Laurentian Dames is threefold: service to the University, closer acquaintance with one another, and provision of entertaining and informative programs.

Through the Hospitality Committee, Dames welcome each Newcomer. The Newcomers group, a Laurentian Dames sub-group, is comprised of women in their first and second years at St. Lawrence University.

Through monthly meetings and interest groups, Dames learn from one another and pursue special interests together. Interest groups include: book discussion, ice skating, bridge, international dining, knitting and needlework, painting and drawing, and coffee and conversation.

Members of Dames serve the University as hostesses and pourers at receptions for Freshmen and their parents in September and at the Faculty-Parents reception for graduating seniors. In response to requests of students from the Experiment in International Living, members of the Dames have donated food and money, and loaned costumes to the International Buffet which is held annually to raise scholarship funds to send a student abroad. Dames have also responded to requests for assistance from the student Community Development Corps.

V. CANTON AND THE NORTH COUNTRY AREA

A. Canton and its Environs

Canton is a "North Country" town of about 5,000 (excluding college students) in the St. Lawrence River valley midway between the foothills of the Adirondacks and the St. Lawrence River. Its location makes it especially attractive for the sportsman and the outdoorsman. Among the many activities readily available in the immediate area are excellent fishing and hunting, hiking, swimming, canoeing, skiing, and ice skating.

Canton is most easily reached by car via Interstate 81 and U.S. Route 11 from the Syracuse interchange of the New York Thruway. Greyhound buses make daily trips to Syracuse and Montreal. Allegheny Airlines schedules regular flights from Ogdensburg and Massena to Syracuse.

The University Treadway Inn (386-8522) is located approximately one mile north of the center of Canton on U.S. Route 11, just beyond the main entrance to the University campus. It is a full service inn.

Shopping in Canton is consistent with the size of the town. Most of the stores not on Main Street or nearby on side streets are located in two shopping centers, one on Miner Street and the other on U.S. Route 11, about one mile north of the Canton business district. Complete shopping can be found in Watertown, Ottawa, Syracuse, and Montreal.

The Canton Central School system (386-8561) consists of an elementary school (K-4), a middle school (5-8), and a high school. The staff consists of teachers and specialists offering both college preparatory and vocational programs. Approximately 70% of each graduating class pursues some form of higher education.

The E. J. Noble Hospital (386-8532), located 3/4 of a mile north of the Canton business district on Route 11, is a 65-bed modern hospital. Emergency service is available. Additional facilities are obtainable at Hepburn Hospital in Ogdensburg.

Within the Canton-Potsdam area are three colleges in addition to St. Lawrence: Canton Agricultural and Technical College (a State junior college), Clarkson College of Technology, and the State University College at Potsdam. Because of the proximity of these colleges to one another, the Canton-Potsdam area has a richness of cultural activity which none of the colleges alone could provide. Perhaps of special interest is the Crane Department of Music at the State University College, which presents an abundance of concerts of high quality, most of which are open to the public.

Canton is less than an hour from the Canadian border and about 2 hours from Ottawa, the Canadian national capital. In addition to parliament and other government operations, Ottawa also boasts a newly completed arts center, which presents plays, concerts, and operas performed by both Canadian and foreign groups. Canton is also about 2 hours from Montreal, perhaps one of the most cosmopolitan cities in the U.S. and Canada.

Syracuse, the nearest major upstate New York city, is located 130 road miles southwest of Canton.

B. Laws of Local Interest

Motor Vehicle Licensing and Registration

New residents of New York State have 30 days to change their automobile registrations and 60 days to obtain New York driver's licenses. The state has a compulsory insurance law and requires proof of coverage for registration. Vehicle inspection is compulsory for all cars, although a car may be registered before it is inspected. To obtain drivers' licenses, holders of valid licenses from most other states need not take a road test, but they must take a written test on rules of the road and other matters, and an eye test.

Voter Registration

To register to vote in national, state, county and local elections, one must have resided in New York State for one month, and in the county and town for one month. Voters may register at the office of the Board of Elections in the County Court Building, Room 200, at the corner of Court and Judson Streets from early January until ten days before primary elections (second week of June) and from five days after primary elections until early September. Two or three additional days for registration are set aside in October; advance notices appear in the St. Lawrence Plaindealer. Further information may be obtained from the Board of Elections, 386-4581, ext. 202. When changing residence, even within the town of Canton, a registered voter should notify the Board of Elections to be sure of the election district of their new residence.

U.S. and Canadian Customs

Under long-standing agreement between the two countries, citizens of the U.S. and Canada need no passport to travel in the other country. Some other form of proof of residence, such as a drivers' license, may be required, however. All cars must stop at Canadian customs when entering Canada and U.S. customs when entering the United States.

U.S. citizens returning from Canada after having been out of the country for less than 48 hours may import up to $1[illegible].00 worth of goods and four ounces of liquor duty free. These exemptions may not be pooled to cover items worth more than $10.00. U.S. citizens returning from Canada after having been out of the country for over 48 hours may each import up to $100.00 worth of goods and 32 ounces of liquor duty free.

APPENDIX I

CHARTER AND BY-LAWS OF THE UNIVERSITY

AMENDMENT TO CHARTER OF

THE ST. LAWRENCE UNIVERSITY

THIS INSTRUMENT WITNESSETH That the Board of Regents for and on behalf of the Education Department of the State of New York has amended the Charter of The St. Lawrence University, Canton, St. Lawrence County, New York,--which was originally incorporated by a special act of the Legislature of the State of New York entitled Chapter 91 of the Laws of 1856 and variously amended and supplemented by other special acts of the Legislature and by the Regents from time to time, having been last amended by the Regents on April 22, 1955,--by striking out all of the provisions contained in Chapter 91 of the Laws of 1856, Chapter 123 of the laws of 1868, Chapter 288 of the Laws of 1869, Chapter 40 of the Laws of 1910, Chapter 454 of the Laws of 1922, Chapter 93 of the Laws of 1925, Chapter 194 of the Laws of 1942; and also by striking out the amendments made by the Regents dated April 22, 1949, February 29, 1952 and April 22, 1955, and substituting, in lieu thereof, an integrated charter to read as follows:

1. St. Lawrence University, in the town of Canton, St. Lawrence County, State of New York, heretofore constituted a body corporate by Chapter 91 of the Laws of 1856, is hereby continued as a body corporate to conduct and maintain a university with such schools, institutions and collegiate divisions as may be authorized by law for the promotion of general education including the arts, the humanities, religion, science, history, law, economics, literature and such other departments of knowledge or education as the board of trustees may, from time to time, deem appropriate.

2. The corporation shall have power to establish a theological school, for the Christian denomination called Universalists, as a separate department of said university and, when so established, shall thereafter maintain the same; such theological school shall have power to take and receive separate property, to hold the same for its maintenance and to conduct and administer the same for the purposes of theological education. The property, interests and affairs of such theological school shall be administered by a separate board of 12 trustees, who shall be elected, in the first

instance and from time to time as vacancies occur, by the executive board of the New York State Convention of Universalists. All separate property heretofore or hereafter received by said university for the uses, purposes and maintenance of theological education, shall forthwith be turned over by the trustees of said university to said separate board of 12 trustees. Said separate board of 12 trustees shall have power to sue and to be sued under the corporate name of the Trustees of the Theological School of St. Lawrence University, to appoint the faculty and the teachers of such theological school and to change the same, to adopt bylaws, to prescribe the courses of study, and to regulate the government and instruction of the students of such theological school. All powers not by this section conferred upon said separate board of trustees of the theological school are vested in the trustees of St. Lawrence University, who are hereby empowered to fill any and all vacancies which may hereinafter occur in their body.

3. The trustees of the university shall have power to appoint the president of the university, and the faculties and teachers thereof, except the faculty and teachers of the theological school, and to change the same, to adopt bylaws, to prescribe the courses of study, to regulate the government and instruction of the students, except in the theological school, and to grant diplomas and confer degrees, which shall entitle the holders to the privilege and immunities allowed by usage or statute to the possessors of like diplomas from other universities.

4. The number of trustees of the corporation shall be not less than 18 nor more than 30 to be elected in such manner and for such terms of office as may be prescribed from time to time in the bylaws of the corporation.

The trustees shall have all the rights, privileges and responsibilities set forth in section 226 of the Education Law, not already held by said board of trustees, and, particularly, the board of trustees of the corporation shall have the power to build, construct and erect any and all buildings, structures or houses necessary for the full benefit, use and enjoyment of the property owned by the university, to be used for university purposes, and to alter, repair and maintain the existing structures for the same purposes; and nothing herein contained shall limit or restrain the university from pledging any of its assets as security for any loan made to the university, whether secured by a bond and mortgage given by the university or by any other evidence of indebtedness.

GRANTED October 23, 1964, by the Board of Regents for and on behalf of the State Education Department, executed under the seal of said Department and recorded therein.. Number 8749

BY-LAWS OF

ST. LAWRENCE UNIVERSITY

A Corporation Charterd under Chapter 91
of the Laws of New York, 1856
As amended through January 21, 1966

ARTICLE I

Purpose

Section 1. The purpose of the corporation is to maintain, at Canton, New York, such schools, institutions and collegiate divisions as may be authorized by law.

ARTICLE II

Trustees

Section 1. The Board of Trustees shall have general control and management of the affairs of the corporation.

Section 2. The Board shall consist of thirty members of whom twenty-four shall be designated Term Trustees and six Alumni Trustees. The term of office of all Trustees shall be six years.

Section 3. Term Trustees shall be elected by majority vote of the Board and shall be divided into three groups of eight each in such manner that the terms of all Trustees in a group shall expire on the 30th day of June in an odd-numbered year with succeeding terms expiring at two-year intervals. The terms of all Trustees shall commence on July 1 in the year in which

elected except that a Trustee elected to fill a vacancy shall serve for the unexpired term ot which he is elected.

Section 4. An Alumni Trustee shall be elected in each year to serve for a term of six years commencing on the ensuing July 1, and in any year when a vacancy shall exist due to death or resignation of an Alumni Trustee, an Alumni Trustee shall be elected to fill such vacancy. A person who has served as Alumni Trustee for an unexpired term of three years or less may be nominated to succeed himself; otherwise no person may serve a second term as Alumni Trustee although he shall be eligible to serve as a Term Trustee.

Section 5. The method of nomination and election of Alumni Trustee shall be as follows:

The Committee on nomination of Alumni Trustees of the Alumni Council and the Committee on Board Vacancies of the Board shall meet jointly to select at least two nominees for each vacancy in the office of Alumni Trustee. The names of these candidates shall appear upon the ballot in the ensuing election with the term for which each is a candidate indicated thereon. Each nominee shall be a graduate of the College of Letters and Science of a class not less than ten years prior to the year in which his term as Alumni Trustee shall commence.

On or before May 15 in each year the Secretary of the University shall mail to each alumnus of the University, in a sealed envelope addressed to his last known address as it appears upon the records of the University, an official ballot on which shall appear the names of the nominees in alphabetical order, together with a brief biographical record of their

careers. An envelope marked "Official Ballot" addressed to the Secretary of the University shall be enclosed. Each ballot must be signed by the voter and returned to the Secretary in the envelope provided for that purpose before the close of the poll. The ballots shall be held by the Secretary of the University, unopened, at his office in Canton until 12 o'clock noon on the day preceding the annual meeting of the Board, at which time the poll shall be declared closed, and the Secretary shall deliver all ballots in his hands to the Tellers.

There shall be three Tellers, one of whom shall be a member of the Alumni Council, one a member of the College faculty and one a Trustee, each to be designated by the presiding officer of the body of which he is a specified member. The Tellers shall be convened by the Secretary, who shall deliver the unopened ballots to them and shall provide all necessary facilities for the completion of the tally. In the event of the absence or inability of any designated Teller to serve, the President of the University shall appoint a substitute. Upon completion of the tally, the Tellers shall file a written report with the Secretary setting forth the results of the ballot which shall be reported by the Secretary at the ensuing meeting of the Board. The Board, with such report before it, shall then designate the person who shall serve as Alumni Trustee during the term for which a vacancy may exist.

Section 6. The title of Trustee Emeritus may be voted by the Board to any person who, in the judgment of the Board, merits such distinction by reason of his prior service as an active Trustee. A Trustee Emeritus shall be entitled to all of the rights and privileges of a Trustee except that he shall not be entitled to vote on any matter coming before the Board.

ARTICLE III

Section 1. Officers of the Board of Trustees

The Board shall elect from among its members a Chairman and Vice Chairman. It shall also elect a Treasurer and Secretary, who may, but need not be members of the Board. The officers of the Board shall hold office until the next annual meeting or until their successors are elected.

Section 2. Officers of Administration

The Board of Trustees shall elect a President of the University who may also serve as a member of the Board of Trustees. The Board of Trustees shall also elect such Vice Presidents, Comptroller, Deans or other officers as it may determine. Officers of Administration shall occupy such positions at the pleasure of the Board or for specific terms when so designated.

Section 3. The Chairman of the Board of Trustees shall be a member ex officio of all committees of the Board of Trustees.

ARTICLE IV

Duties of Officers

Section 1. The Chairman of the Board shall preside at all meetings of the Board and of the Executive Committee and shall be the principal officer of the corporation, and shall perform all functions usually associated with such office. In the absence or disability of the Chairman, the Vice Chairman shall act in his place and stead.

Section 2. The President of the University shall be the chief educational and administrative officer of the University and shall have all the authority

lawfully and customarily associated with such office and as provided in these by-laws, including but not limited to the power to sign all documents on behalf of the University.

Section 3. The Treasurer shall supervise the receipt and disbursement of the funds of the University and the establishing and maintenance of accounts in such depositories as the Executive Committee shall designate.

Section 4. The Comptroller shall have general charge of all accounts and fiscal records of the University and of the direction of internal audit and control. He shall be responsible for the preparation of all financial reports required by the Trustees or by law. He shall perform such other duties as may be assigned to him by the Board or committees thereof, or by the Chairman or the President.

Section 5. The Secretary shall notify the Trustees of meetings to be held. Unless the Board shall otherwise provide, he shall be present at and keep the minutes of all meetings of the Board. He shall have custody of the seal of the corporation. He shall perform such other duties as may be assigned to him by the Board or committees thereof or by the Chairman or the President.

ARTICLE V

Committees

Section 1. The Chairman shall designate annually from among the members of the Board, except as otherwise herein provided and with the advice and approval of the Board, the membership of the standing committees provided in the following sections of this Article. The term of membership on such

committees shall be one year unless otherwise specified by the Board; vacancies may be filled by the Chairman for the balance of any unexpired term.

Section 2. An Executive Committee to have not less than five members, which shall have all the powers of the Board when that body is not in session, except such as are reserved to the Board by law or by these by-laws. Minutes of the meetings of this Committee shall be kept and copies thereof distributed to the Trustees. The Board may confirm or annul any acts of the Executive Committee except insofar as the rights of third parties acting in good faith and in reliance upon the acts of the Committee shall have intervened.

The Executive Committee shall designate depositories for the funds of the University. All checks and drafts against such deposited funds shall be signed by such person or persons and in such manner as may be recommended by the Executive Committee and approved by the Board.

Section 3. An Investment Committee to have not less than three members, of whom only one need be a Trustee; the Investment Committee shall have charge of and direct the investment and reinvestment of the funds of the University in such kinds of securities and other property as a majority of the Committee shall deem suitable and shall designate a person or firm as custodian of the securities of the University.

Section 4. An Audit Committee to have at least three members, which shall confer and advise with the proper officers regarding the accounts and fiscal records and the safeguarding and control of the funds of the University, and shall also make recommendations to the Board from time to time regarding the form and adequacy of insurance coverage. The Audit Committee shall

designate an independent auditor who shall examine the accounts of the University at least annually and report to the Committee which, in turn, shall submit the auditor's report to the Board with its comments and recommendations.

Section 5. A Committee on Board Vacancies to have not less than three members, which shall present to the Board nominations for any vacancies among the Term Trustees. Advice of such nominations, with a brief biography of each proposed nominee, shall be mailed to each Trustee with the notice of meeting at which they are to be acted upon. The Committee on Board Vacancies shall also operate jointly with the Committee on Alumni Trustees of the Alumni Council in the nomination of Alumni Trustees as provided in Article II, Section 5.

Section 6. A Committee on Honorary Degrees, consisting of the Chairman of the Board, the President of the University and such other members as may be designated by the Chairman of the Board to receive and act upon nominations from the faculty or other sources, and to report its recommendations to the Board.

ARTICLE VI

Meetings

Section 1. The Board shall hold three regular meetings in each year at such times and places as may be fixed by the Chairman; one of these shall be held in the Spring and shall be known as the annual meeting. Special meetings may be held at the call of the Chairman or at the written request of three Trustees at a time and place to be designated in the call. Not less than five nor more than ten days prior notice in writing of each

regular or special meeting shall be mailed to the usual address of each Trustee.

Section 2. Each committee shall meet at the call of its Chairman at such times and places and on such notice, written or oral, as the Chairman of the committee shall deem suitable.

Section 3. A majority of the members of the Board or of any committee shall constitute a quorum for the transaction of business.

ARTICLE VII

Schools and Administration

Section 1. The College of Letters and Science is and shall remain an independent, non-denominational institution.

Section 2. The Theological School consitutes a separate department of the University. The interests and affairs of the Theological School shall be administered by a separate Board of Trustees with such powers and authority as are assigned by the University Charter. An annual report in writing of the affairs of the Theological School shall be made and submitted to the President of the University.

ARTICLE VIII

The President of the University and Administrative Staff

Section 1. The President of the University shall be responsible to the Board of Trustees for the execution of the acts and policies established by the Board; he shall report regularly to the Board with his recommendations respecting the affairs of the University and shall receive the counsel and direction of the Board on matters brought to its attention.

The President of the University shall have charge of the management and discipline of the schools and departments of the University; he shall be the head of the faculties; he shall direct the educational policy and program of the University; he shall call and preside at faculty meetings and shall appoint such committees of the faculty as he may deem necessary for the consideration of matters relating to the management, discipline and educational direction of the University; he shall be the curator of the laboratories, museums and scientific collections of the University; in all such respects he may delegate such authority as he may deem advisable. The President shall appoint, with the advice and approval of the Board, such administrative officers as may be required and he shall select, appoint and promote the members of the faculty with such advice and assistance as he may require from the Deans, heads of departments and other administrative officers.

In the event of the absence or inability of the President to act, the Dean of the College of Letters and Science shall act in his place and stead unless otherwise directed by the Board or the Executive Committee.

ARTICLE IX

Board of Administration

Section 1. The Board of Trustees may designate from time to time a Board of Administration to serve for such fixed periods as may be specified. Such Board shall act as a local consultative body and administrative adjunct available to the President as he may require. Unless otherwise provided by the terms of its designation, said Board shall consist of not less than four and not more than six members, including the President of the University who shall serve as Chairman.

The functions of said Board shall include confirmation of appointments, promotions and salaries of faculty and other employees of the University, consideration and advice with respect to recommendations as to personnel policies and any other administrative problem. Any fiscal action taken by the Board shall be within the budget adopted by the Board of Trustees. Minutes of the meetings of the Board of Administration shall be kept and copies thereof distributed to the Trustees.

ARTICLE X

Degrees

Section 1. Degrees in Course. All degrees in course, of all schools and departments, shall be granted by the Board of Trustees of the University upon recommendation by the President or his duly designated representative and certification by the Dean or Registrar of the respective faculty that the candidates have completed the requirements for the specified degrees.

Section 2. Honorary Degrees. Candidates for honorary degrees shall be designated by the Board upon the recommendation of the Committee on Honorary Degrees. If nominations of candidates cannot conveniently be submitted at a regular or special meeting of the Board, they may be acted upon by mail ballot. The affirmative vote of a majority of the Board shall be required to authorize the granting of an honorary degree. No honorary degree shall be granted in absentia.

ARTICLE XI

The Arms and Seal of the Corporation

Section 1. The arms of the corporation are Gules, cross bottonny Argent; quartered with Sanguine, open book Argent, edges, covers and clasps, Or:

The seal contains a shield, with the arms on a circular field Or, on which is the motto FIDES ET VERITAS Gules, and on the rim the words UNIVERSITAS SANCTI LAURENTII IN NOV. EBOR. MDCCCLVI.

Seal to be imprinted here

The seal shall be deposited with the Secretary and may be altered or renewed by majority vote of the Board of Trustees.

ARTICLE XII

Amendments

Section 1. Written proposals to amend these By-Laws shall be mailed to all Trustees at least two weeks in advance of the meeting at which such amendment may be voted upon and may be adopted only upon the affirmative vote of a majority of all the Trustees.

APPENDIX II

UNIVERSITY STATEMENT ON TENURE

February 1, 1968

ST. LAWRENCE UNIVERSITY TENURE POLICY

INTRODUCTION

The Board of Trustees of St. Lawrence University recognizes that free inquiry and free expression are essential attributes of a community of scholars. The Board encourages the faculty of St. Lawrence University to engage in independent inquiry and recognizes the right of the faculty to express responsibly the results of their work.

Occasionally, those professionally so involved may be subject to undue pressures. It is common practice to recognize this fact and to provide more than ordinary safeguards which are here set forth under the designation of St. Lawrence University Tenure Policy.

Staff personnel are not included under the special provisions of tenure, but the Board of Trustees affirms that it is not less concerned with regard to such personnel, and will also avoid unreasonable severance. However, any guarantee of permanent employment for staff personnel without regard to a variety of qualifications is neither in the interest of the University nor in keeping with the fiduciary obligation of the Trustees under the University charter.

The granting of tenure is one of the means by which the University maintains its standards of excellence. Tenure is not automatic. It is not a legal right of the faculty member based on time spent in teaching alone, but is extended to those faculty members whose performance as teachers and scholars is clearly of high quality.

The granting of tenure in no way restricts the legal and moral obligation of the Trustees to provide qualified and effective personnel to carry out the educational objectives and responsibilities of the University. Final authority in this regard will remain with the Board of Trustees.

THE TENURE PRINCIPLE

Subject to the provisions stated below, and after a suitable probationary period, members of the instructional staff of St. Lawrence University who have faculty rank shall have permanent or continuous tenure, and their services shall be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies. Adequate cause shall be defined as professional incompetence or neglect of duty, mental or physical incapacity, discontinuance of the department or of the particular subjects taught by the faculty member, or gross personal misconduct which unfits the faculty member for association with students.

In the interpretation of this principle it is understood that the following represents acceptable academic practice.

THE PRE-TENURE OR PROBATIONARY PERIOD

The terms and conditions of every appointment shall be stated in writing and be in the possession of both institution and faculty member before the appointment is consummated. Any deviation or augmentation shall be expressed in an attached covering letter which in turn becomes a part of the contract.

Beginning with the rank of full-time instructor (or equivalent) or a higher rank, the pre-tenure or probationary period shall not exceed seven years at St. Lawrence University. Included within this period shall be full-time teaching service in accredited institutions of higher education. However, after a term of probationary service of more than three years in one or more institutions, when a faculty member is called to St. Lawrence University his appointment shall be for a probationary period of not more than four years, nor less than one.

A leave of absence shall not be counted as part of the probationary period unless prior written agreement with the University is made to the contrary.

Written notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of his appointment according to the following minimum standards of notice:

(1) As early as possible but not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

(2) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

(3) At least twelve months before the expiration of an appointment after two or more years in the institution.

During the probationary period, a faculty member shall have academic freedom, as defined in the St. Lawrence University Faculty Handbook, 1972-73 edition.

THE RECOMMENDATION FOR TENURE

After consultation with the tenured members of the department and other parties who are able to contribute reliable evidence concerning the faculty member's qualifications, the department chairman is to make a recommendation for tenure to the Dean of the College by December 15. The recommendation of the Dean of the College is forwarded to the President, who, upon approval of the Board of Trustees, grants tenure.

The possibility of tenure shall be open to those serving the college in an administrative or staff capacity only when they concurrently hold academic rank, in which case tenure will apply to their academic and not to their administrative or staff positions.

In the case of the members of the department of physical education (except those involved in full time teaching) because of the diverse nature of their duties and appointments, tenure shall be made at the discretion of the President and the Board of Trustees.

TERMINATION

Termination of tenure for cause should, if desired by the faculty member, be reviewed by a standing committee of five members elected from among tenured faculty. In all cases where a hearing is requested, the faculty member faced with termination of tenure will be informed in writing prior to the hearing of the charges against him and will have the opportunity to be heard in his own defense. He will be permitted to have with him an advisor of his own choosing who may act as counsel, to introduce witnesses, and to confront and cross examine all witnesses. There will be a full stenographic record of the hearing available to all parties concerned. In the hearing of charges of professional incompetence or neglect of duty, the testimony will include that of faculty members and other scholars, either from his own or from other institutions, or both.

The faculty committee shall report its findings to the Dean of the College and the President who, after consulting with the faculty committee and reviewing all available evidence, shall report on the case, in writing, to the Board of Trustees. The final decision rests with the Board of Trustees who are requested to take into consideration the 1958 AAUP Statement on Procedural Standards in Faculty Dismissal Proceedings.

Faculty members on tenure who are dismissed for reasons involving mental or physical incapacity or discontinuance of the department or of the particular subjects taught by the faculty members, normally will receive their salaries for at least a year from the date of notification of dismissal except in a case of incapacity, when equivalent disability benefits are available.

Termination of tenure because of financial exigency should be demonstrably bona fide.

RESIGNATIONS

A faculty member should not resign in order to accept other employment as of the end of the academic year, later than April 15 or 30 days after receiving notification of the terms of his continued employment for the following year, which ever date occurs later. It is also recognized that emergencies will occur. In such an emergency the faculty member may ask the Dean of the College to waive this requirement, but the faculty member should conform to the decision made.

Except by agreement with his institution, a faculty member should not leave his position during an academic year for which he holds an appointment.

APPENDIX III

PLAN FOR FACULTY ORGANIZATION

PLAN FOR FACULTY ORGANIZATION

as amended by the Faculty

December 9, 1969

SECTION 1: THE FACULTY

1.1 Faculty Membership.

1.11 Individuals in the ranks of professor, associate professor, assistant professor, and instructor who hold a full-time appointment in an academic department, and also members of the professional library staff, are members of the faculty. An official roll based on these criteria, with exceptions approved by the Faculty Council and certified by the office of the Dean of the College, will be maintained by the Secretary of the Faculty Council.

1.12 The President of the University, ex-officio, is a non-voting member of the faculty. The dean of the College, ex-officio, is a voting member of the faculty.

1.2 Organization of the Faculty. The faculty will conduct its business through an elected Faculty Council, a committee system, and faculty members involving the whole faculty. Faculty meetings are distinct from faculty-staff meetings. The latter may be held at the call of the President of the University or in such other ways as university organization may determine.

SECTION 2: THE FACULTY COUNCIL

2.1 Definition of the Council. The Faculty Council is the chief deliberative body of the faculty.

2.2 Faculty Council Membership.

2.21 Eleven elected faculty members, a group of six holding the rank of professor or associate professor and a group of five holding the rank of assistant professor or instructor, will constitute the Faculty Council.

2.22 The President of the University, ex-officio, is a non-voting member of the Faculty Council. The Dean of the College, ex-officio, is a voting member of the Faculty Council.

2.3 Eligibility Requirements. Eligibility to serve as a member of the Faculty Council is determined by the following criteria.

2.31 A faculty member is eligible to serve on the Council after completion of one academic year of service on the campus. He is not eligible to serve on the Council when absent on leave or not in residence.

2.32 A faculty member may not stand for election if his election would cause him to exceed a maximum time of service on the Council of four consecutive years.

2.4 Term of Office. Members of the Faculty Council will serve two-year terms on a staggered basis, the terms of six members and five members expiring in alternate years. No member will serve for more than two consecutive terms. After a lapse of one year, a previous member of the Council is eligible for re-election.

2.41 An individual who is elected to the Faculty Council as an instructor or assistant professor, and who is promoted to the associate or full professor rank while a member of the Council, will serve in the group to which he was elected until the expiration of his term.

2.42 In the first election to the Council, all eleven members will be chosen. The committee of tellers will determine by lot three associate and full professors to serve two-year terms and three to serve one-year terms. By lot, the tellers will determine three assistant professors and instructors to serve two-year terms and two to serve one-year terms.

2.5 Election Procedures. All faculty members are eligible to vote in Faculty Council elections.

2.51 Time of Election and terms. Regular elections to the Faculty Council will be held annually between April 1 and May 1. Newly elected members take office the following fall, but they may attend meetings of the Council as non-voting members after their election in the spring.

2.52 Selection of Nominees.

2.521 It is expected that each eligible faculty member will stand for election to the Faculty Council. A written statement confirming eligibility and indiciating the group to which he will belong as of the following September will be sent to each faculty member. Should a faculty member desire not to stand for election, he will notify in writing the chairman of the committee of tellers within one week of receiving his eligibility statement.

2.522 A ballot for choosing nominees for the Faculty Council will be composed of all eligible faculty members who choose to stand for election. The names will be presented on the ballot in two groups, one of the associate and full professors, the other of the assistant professors and instructors. The names on each list will appear in alphabetical order.

2.523 Nomination ballots will be mailed to faculty members eligible to vote, along with notification of the day by which the ballots must be returned to the chairman of the tellers.

2.53 Final Election.

2.531 The final election of Council members will take place within two weeks of the voting for nominees.

2.532 Insofar as possible, there will be twice as many names on the final ballot as there are places to be filled in each group. Nominees will be those persons receiving the largest number of votes on the nomination ballot.

2.533 Election ballots will be mailed to faculty members eligible to vote, along with notification of the day by which the ballots must be returned to the chairman of the tellers.

2.54 Voting in Both Selection of Nominees and in the Final Election. Each faculty member eligible to vote is entitled to vote for individuals in both groups regardless of the group to which he himself belongs. When marking the nomination ballot, he may cast twice as many votes within each group as there are places to be filled on the Council. When marking the election ballot, he may cast as many votes within each group as there are places to be filled on the Council.

2.541 The maximum number of votes to be cast within each group will be printed on the ballot at the head of each group list.

2.542 A ballot is void if more than the maximum number of votes is cast in either group.

2.55 Tie Votes. The chairman of the tellers, in the presence of the committee of tellers, will resolve tie votes by the flip of a coin.

2.56 Committee of Tellers. The committee of tellers will be appointed by the Chairman of the Faculty Council from non-candidates and/or persons ineligible to be candidates. The committee will consist of no fewer than three tellers, no more than one of whom may be a member of the Faculty Council. The committee of tellers is responsible for the conduct of the election as prescribed by the Faculty Council.

2.6 Vacancies.

2.61 If a vacancy occurs prior to January 15, it will be filled by a special election, following the provisions for regular elections. An individual elected to fill such a vacancy will take office immediately after the election and will serve the remainder of the term of the person originally elected to that position.

2.62 A vacancy occurring after January 15 will remain unfilled until the next regular election.

2.63 In the case of a vacancy to be filled in the course of a regular election, the committee of tellers will determine by lot which of the successful candidates will be designated to fill the vacancy.

2.7 Organization and Procedure of the Faculty Council.

2.71 Officers. At the first meeting of the academic year the Faculty Council will elect its officers by a majority vote of the entire Council. Nominators and nominees for offices will come from the Council membership excluding ex officio members with no restriction as to rank. The officers are the Chairman, Vice-chairman, and Secretary. Their terms are for one year.

2.72 Quorum. Eight elected members of the Faculty Council constitute a quorum.

2.73 Meetings. The Council will meet at least once a month during the academic year. The Chairman or, in his absence, the Vice-chairman will convene all Council meetings. Additional meetings must be convened at the written request of: (1) the President of the University, (2) any three members of the Faculty Council, (3) fifteen percent of the faculty, (4) the Chairman of the University Council. An emergency meeting may be convened by the President of the University and/or the Chairman of the Faculty Council.

2.74 Agenda.

2.741 Preparation of the Agenda. The agenda of all Faculty Council meetings will be prepared by the officers of the Council. Any person may suggest items to be placed on the agenda. An item must be placed on the agenda when requested by: (1) the President of the University, (2) the Dean of the College (3) any member of the Faculty Council, (4) an action of a faculty meeting, (5) a petition signed by ten percent or more of the faculty.

2.742 Distribution of the Agenda. The agenda will be distributed to the faculty five days in advance of scheduled meetings of the Faculty Council. An emergency meeting may be convened without prior announcement to the whole faculty, and the agenda may include whatever items necessary to deal with the emergency.

2.75 Voting on Motions.

2.751 Voting. All actions of the Faculty Council will be taken by a majority of those present and voting. A roll-call vote will be taken on all major motions as defined in paragraph 2.752 and a record of such votes distributed to the faculty with the minutes of each meeting.

2.752 Ordinary Procedure. Motions are to be designated as routine or major. It is the prerogative of the Chairman to rule on the designation of motions subject to the possibility of being overruled by a majority of the Council members present and voting. Routine motions may be voted upon as they arise. A major motion, so designated, must be circulated to the faculty with the agenda of a particular meeting. If a major motion arises in discussion at a particular meeting, a final vote on it must be delayed until a later meeting.

2.753 Extraordinary Procedure. The rules specified in paragraph 2.752 may be waived when the Council meets in response to an emergency. At such a meeting, it may take any action required to deal with the emergency.

2.76 Minutes. The Secretary of the Faculty Council or, in his absence, another Council member will keep minutes of all Council meetings. After every meeting of the Council, a record of its actions will be distributed to the faculty.

2.77 Rules. The Faculty Council's rules of procedure will be based on Robert's Rules of Order, Revised.

2.78 Summer Executive Committee. The Summer Executive Committee will normally consist of the three current officers of the Council. If one or more of them are unable to serve, the Council will designate replacements, following the spring election to the Council. Replacements may be drawn from either the current or the newly elected members of the Council. Actions of the Summer Executive Committee will be reviewed by the Council in the fall.

2.8 Disposition of Faculty Council Action.

2.81 Faculty Council Actions. The Faculty Council may refer matters to the University Council or to any other councils or committees. In matters of concern to the faculty, except for faculty referendums (paragraph 2.84), it may take final action in the form of findings, resolutions, recommendations, or reports made in writing to the President of the University.

2.82 Presidential Actions. The President may refer an action of the Faculty Council to another body. Otherwise, he may accept, adopt, reject, or spread upon the record the action of the Faculty Council.

2.83 Notification.

2.831 Referral Notification. If the President refers an action of the Faculty Council to another body, he will formally notify the Faculty Council of the re-

ferral within sixty days. The President will formally notify the Faculty Council of the final disposition of a referred action within one-hundred and twenty days.

2.832 Regular Notification. The President will formally notify the Faculty Council of the acceptance, adoption, rejection, or spreading upon the record of an action within sixty days.

2.84 Referendums by the Faculty. According to the two methods specified in paragraphs 2.841 and 2.842 below, recommendations of the Faculty Council may be referred to the faculty for final voting. In the case of a tie vote in the Council on a major motion, the Faculty Council must refer the motion to the faculty for final voting. In such referendums, all members of the faculty may vote. Voting may take place in a faculty meeting or by circulated written ballot. If the voting occurs at a faculty meeting, the required majority will be that specified for a major motion under paragraph 3.612. In the case of a circulated ballot, a majority of those voting will be sufficient to pass a recommendation, provided that a majority of the total faculty has cast valid ballots.

2.841 Referral by the Faculty Council. At its own discretion and by a majority of those present and voting, the Faculty Council may decide to refer a particular recommendation to the faculty for final voting. In the case of a tie vote on a major motion, the Faculty Council must refer the motion to the faculty for final voting. A recommendation that has been rejected by the President of the University or the Board of Trustees and has been reconsidered by the Faculty Council may be submitted to the faculty whether or not there has been a previous faculty vote on the recommendation.

2.842 Petition by Faculty Members. A referendum on a recommendation by the Faculty Council must be taken if, within twenty days after the passage of the recommendation, a petition is presented to the Council signed by fifteen percent or more of the faculty. The time between commencement in the spring and the first day of classes in the fall will not be included in determining this twenty-day period.

SECTION 3. FACULTY MEETINGS

3.1 Call of Faculty Meetings. Faculty meetings may be called on a five-day notice by the President of the University, by the Dean of the College, or by the Faculty Council acting on its own initiative or in response to a petition by twenty-five percent of the faculty. In an emergency a special meeting may be called without regard to the five-day restriction.

3.2 Rules. Faculty meetings will be chaired by the Dean of the College or, in his absence, by the Chairman of the Faculty Council. The meetings will be conducted according to Robert's Rules of Order, Revised. The Faculty Council may select a parliamentarian for faculty meetings.

3.3 Guests. Faculty meetings are normally closed. Guests may attend if they are invited by action of the Faculty Council at the time of establishing the agenda for by majority vote of the faculty members at the meeting.

3.4 Quorum. For the purpose of voting at a faculty meeting, a majority of the faculty in residence constitutes a quorum.

3.5 Agenda.

3.51 Ordinary Procedure. The agenda for faculty meetings will be prepared by the Faculty Council. Except in the case of special meetings the agenda will be sent to all faculty members at least five days prior to the scheduled meeting.

3.52 Extraordinary Procedure. Although under ordinary circumstances the Faculty Council will determine the agenda for faculty meetings, the following extraordinary means of placing matter on the agenda are provided.

3.521 Faculty Petition. Matters must be placed on the agenda of a specified faculty meeting if requested by a petition to the Faculty Council signed by fifteen percent or more of the faculty.

3.522 Faculty Resolution. Matters must be placed on the agenda of a later faculty meeting by a motion approved by a majority of the faculty present and voting in an earlier faculty meeting.

3.523 University Officers. The President of the University of the Dean of the College may place items on the agenda.

3.6 Voting.

3.61 Designation of motions. Motions before a faculty meeting (other than those provided for in paragraphs 3.3 and 3.522) are to be designated as routine or major. It is the prerogative of the Chairman to rule on the designation of the motion subject to the possibility of being overruled by a majority of faculty members present and voting.

3.611 Routine Motions. Routine motions may be voted upon as they arise. Routine motions will be passed by a simple majority of those present and voting.

3.62 Major motions: delayed votes. If a major motion arises in discussion at a particular meeting, a final vote on it must be postponed until a later meeting or must be taken by circulated mail vote no earlier than three days after the meeting. In a mail vote, passage of a major motion requires the affirmative vote of a majority of those voting, provided that a majority of the entire faculty has cast ballots.

SECTION 4. FACULTY COMMITTEES AND FACULTY MEMBERS ON UNIVERSITY COMMITTEES

4.1 Faculty Council Jurisdiction. Recommendations for membership by the faculty members on all standing committees fall under the jurisdiction of the Faculty Council.

4.2 Criteria of Committee Membership. The selection of committee members will be governed by the following criteria.

4.21 Insofar as possible, the wishes of faculty members regarding membership on committees will be respected.

4.22 To provide for continuity, at least one member of every previous year's committee will be selected for the same committee for the current year.

4.23 If possible all faculty members, except those in their first year of employment with the university, those on sabbatical leave or leave of absence, and those who are deemed to have legitimate reasons, will serve on at least one committee.

4.24 Normally no faculty member will serve on more than two committees or councils.

4.25 Where applicable an attempt will be made to represent disciplines, the various faculty ranks, and departmental chairmen.

4.3 Faculty Election. The Faculty Council may recommend that faculty membership on a particular committee will be determined by faculty election.

SECTION 5. AMENDMENTS TO THIS PLAN FOR FACULTY ORGANIZATION

5.1 Proposal of Amendments.

5.11 Proposal by the Faculty Council. Following the same procedures required for action on a major motion (paragraph 2.752), the Faculty Council may propose an amendment to this plan by a majority vote of those present and voting.

5.12 Proposal by Petition of the Faculty. An amendment to this plan may be proposed by a petition signed by twenty-five percent or more of the faculty.

5.2 Adoption of Amendments. In whichever way an amendment to this plan for faculty organization is proposed, it must be submitted to a vote of the faculty for adoption. Voting must be by circulated written ballot. All faculty members may vote. The amendment will be adopted if it receives the affirmative vote of two-thirds of the faculty.